

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Tuesday, October 28, 2014, 7:03 p.m., Markham Village Library,
6031 Highway 7, Markham

Present from Board: Mr. Edward T McDermott, Chair
Mr. Alfred Kam, Vice Chair
Mr. John Webster
Ms. Jennifer Yip
Mr. Justin Hung
Mrs. Deborah Jestin
Mrs. Marilyn Aspevig
Mrs. Yemisi Dina
Deputy Mayor Jack Heath
Mrs. Nicki Lawrence (from 5.2)

Regrets: Regional Councillor Joe Li
Councillor Howard Shore

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Ms. Deborah Walker, Director, Strategy and Innovation
Mrs. Diane Macklin, Manager, Marketing & Community Development
Ms. Andrea Cecchetto, Manager, Learning and Growth
Ms. Polly Chan, Purchasing & Accounts Analyst
Ms. Pam Saliba, Manager, Milliken Mills Library
Mr. Chris Sheehy, Manager, Facilities & Workplace Safety
Mrs. Susan Price, Board Secretary

1.0 Call to order/Approval of Agenda

Mr. Edward T. McDermott, Chair, called the meeting to order at 7:03 p.m.

Moved by Mrs. Deborah Jestin
Seconded by Mrs. Marilyn Aspevig

Resolved that the agenda be approved.

Carried.

1.1 Declaration of conflict of interest

None.

1.2 Delegation

None.

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1.3 Chair's Remarks

Mr. McDermott, Chair asked the Board to note the resignation letter of Mr. Sanjay Varma. He has moved to Toronto and is no longer eligible to serve on the Library Board. The Chair thanked him for his excellent contributions to the Board.

Mr. Alan Orr's resignation letter is also in this month's package. He has had to resign due to a change in his work schedule which conflicts with the Board meeting dates. The Chair thanked him for his significant contribution to the Board.

The Chair offered congratulations to all Board members who contended in the recent Municipal election whether successful (Deputy Mayor Jack Heath, Regional Councillor Joe Li) or not (Councillor Howard Shore) and offered thanks to all candidates for their contributions to the Library Board.

In a further update to the annual Board dinner, it is confirmed for January 23, 2015 at 6:30 p.m. at York Downs Golf and Country Club.

Please note that Agenda Items 7.1 and 7.2 have been brought forward in order to accept the resignations and decrease the number of Board members.

7.0 Governance

- 7.1 Moved by Mrs. Deborah Jestin
Seconded by Mr. John Webster

Resolved that the resignation of Mr. Alan Orr from the Markham Public Library Board effective September 29, 2014 be received;

AND THAT the Clerk's Department, City of Markham has been advised and they have informed the Board secretary that due to the short remainder of the term, Mr. Alan Orr will not be replaced by Council and the Board will continue with thirteen members.

Carried.

- 7.2 Moved by Mrs. Deborah Jestin
Seconded by Mr. John Webster

Resolved that the resignation of Mr. Sanjay Varma from the Markham Public Library Board effective October 17, 2014, be received;

AND THAT the Clerk's Department, City of Markham has been advised and they have informed the Board secretary that due to the short remainder of the term, Mr. Sanjay Varma will not be replaced by Council and the Board will continue with twelve members.

Carried.

2.0 Consent Agenda

- Moved by Mrs. Deborah Jestin
Seconded by Mrs. Marilyn Aspevig

Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3.7 and the same are hereby approved as written and the CEO of the Library is hereby authorized and directed

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to take such action that may be necessary to give effect to the recommendations as therein contained:

2.0 CONSENT AGENDA:

- 2.1 Minutes of Regular Meeting, September 29, 2014
- 2.2 Declaration of Due Diligence by the CEO
- 2.3 Communication and Correspondence:
 - 2.3.1 Letter to Mr. Shoukri, President York University
 - 2.3.2 Snapd: Markham
 - 2.3.3 MediaLiteracyWeek: Featured Educator Amanda Kelly
 - 2.3.4 Deputy Mayor Jack Heath on MPL
 - 2.3.5 Whole Foods Donation to MPL
 - 2.3.6 Markham Review: Bullying is everyone's problem
 - 2.3.7 2014 PLSA Short List

Carried.

Deputy Mayor Heath commented on item 2.3.1, suggesting that MPL should be more proactive immediately in supporting the potential location of a York Campus in Markham. Some discussion followed and the CEO assured the Board that further communication with the appropriate contacts at York University would be a priority in December/January. Mrs. Dina suggested a meeting with the Acting Chief Librarian as well as the Provost and indicated that York University will be focusing on Digital Resources rather than a physical presence.

3.0 CEO's Highlights, October 2014

Moved by Mrs. Jennifer Yip
Seconded by Mr. Justin Hung

Resolved that the report entitled "CEO's Highlights, October 2014" be received.

Carried.

The CEO asked if there were any questions about October's CEO's Highlights? There were none.

4.0 Annual Monthly Policy Review

(To be undertaken at the January meeting)

5.0 Internal Monitoring Reports:

(Compliance list of internal monitoring reports and discussion led by members.)

5.1 Executive Limitation: EL-2b Staff Treatment

(Assigned to Councillor Howard Shore/A.Cecchetto)

In Councillor Shore's absence, the Chair asked the staff who prepared the report to give an overview of EL-2b, Staff Treatment.

Ms. Cecchetto explained that this policy is to ensure that MPL staff are treated equitably and are provided with safe and productive working conditions. EL-2b ensures that standards for fair employment and working relationships at MPL are established, maintained and evaluated.

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For 2014 the major development plan was leadership development. In 2015 the major area of focus for staff training is technology skills training to support customers' effectiveness in using MPLS' digital resources and services.

The report confirmed that the CEO and MPL's practices relative to MPL's Staff Treatment is in compliance with the requirements of EL-2b policy.

Moved by Mrs. Yernisi Dina
Seconded by Mr. John Webster

Resolved that the Board receives the report entitled "Internal Monitoring Report – Executive Limitation EL-2b, Staff Treatment" be received.

Carried.

5.2 **Executive Limitation: EL-2d Financial Condition** **(Assigned to Mr. Justin Hung/L. Pogue)**

Mr. Hung stated that this report deals with actual expenditures compared with the budget. He reported that he had no questions or concerns from Board members. Mr. Hung referred to Line 4200 Library materials and expressed concern over the impact to the Collections Budget if foreign exchange rates are unfavorable, as they currently are now. Mr. Pogue who prepared the report was not on hand; however his assistant Polly Chan, Purchasing & Accounts Analyst was present to answer Board questions. Ms Chan stated that an amount had been included in the 2015 budget to offset projected increases in the exchange rate. Mr. Hung asked how much that would be. Not being certain of the exact amount, the CEO advised that an e-mail will be sent to the Board, providing the specifics.

The report confirmed that the CEO and MPL's practices relative to MPL's Financial Condition is in compliance with the requirements of EL-2d policy.

Moved by Mrs. Marilyn Aspevig
Seconded by Mr. Justin Hung

Resolved that the report entitled "Internal Monitoring Report – Executive Limitation EL-2d, Financial Condition" be received.

Carried.

5.3 **Executive Limitation: EL-2j Communication and Counsel to the Board** **(Assigned to Mrs. Nicki Lawrence/D. Walker)**

Mrs. Lawrence reviewed the report and found it to be very detailed and stated that the Board is kept informed on a prompt, consistent basis. Mrs. Lawrence contacted the Board members and received no questions or concerns. There was clarification on Item #12 about Media Releases that were not sent out to the Board but were in the Board Meeting package. Staff explained that items on the Consent Agenda under "Communication and Correspondence" were not media releases from the Library but communications from outside entities. The CEO indicated that the library would prepare a report on the issue of press releases for the December Board meeting.

The report confirmed that the CEO and MPL's practices relative to MPL's Communication And Counsel to the Board is in compliance with the requirements of EL-2j.

Moved by Mr. Alfred Kam
Seconded by Mrs. Debbie Jestin

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Resolved that the Internal Monitoring Report entitled "Executive Limitation EL-2j, Communication and Counsel to the Board" be received.

Carried.

6.0 Ends

6.1 Quarterly Ends Report

8.0 Ownership Linkage

9.0 Board Advocacy

10.0 Education:

- 10.1 The CEO handed out a presentation to further clarify the "Review of Working Document Regarding Roles and Responsibilities of the City and the Library Board". The review is both a strategic activity in the Library's strategic plan as well as the City's Corporate Business Planning. The goal of both strategies is to clarify the respective roles and responsibilities of city/ library staff and library board/council in order to enhance collaboration and cooperation with city departments and improve the delivery of services to the Markham community.

Since such a review has not been done in a long time, and as staff changes have occurred, the working parameters have become blurred. Going forward it is imperative that a regular (annual) review is conducted with the City and the Library especially with regard to the two service agreements (Information Technology and Financial Services). Presentations will be made to Council and new Library Board members so that appropriate standards of direction can be established.

Some discussion and questions followed as to the tone of the "Review" that will be conducted. Mr. John Webster clarified that the review process would serve as a reminder as to roles and responsibilities, not an opportunity to renegotiate them.

Having this "Review of Working Document" in place provides an opportunity to address insufficiencies in the systems before they become unmanageable.

Mrs. Jestin and the Chair congratulated the CEO on the excellent Report on Working Relationships between the Board and the City and the Chair recommended it be given to all new Board members as part of their orientation package.

Moved by Mrs. Deborah Jestin
Seconded by Ms. Jennifer Yip

Resolved that the report entitled "Review of Working Document regarding Roles and responsibilities of the City and the Library Board" be received.

10.2 Board Education Plan 2015

The proposed Board Education Plan was prepared by A. Cecchetto based on suggestions proposed by Board Members at the September 29, 2014 Regular Board Meeting.

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Education topics from January to December 2015 will be:

February 2015	Technology in Libraries
April 2015	Using Social Media in Library Marketing
May 2015	MPL in the Municipal Context
June 2015	MPL's e-books& Online services
September 2015	Opportunities in Library Programming & Partnerships
November 2015	Future Possibilities for Libraries in Markham

Moved by Mrs. Marilyn Aspevig

Seconded by Mr. Justin Hung

Resolved that the report entitled "Board Education Plan 2015" be received.

Carried.

11.0 Incidental Information

11.1 Annual Library Celebration Update

Mrs. Deborah Jestin, Chair of the Celebration Committee reported that she has booked the Markham Museum, Transportation Hall for December 5, 2014 5:30-9:00 p.m. Mrs. Jestin is currently waiting on a catering quote from Chef Mario and when that is received and the "competition" is decided, an e-mail invite will be sent to all staff.

The CEO would like Staff Recognition to play a part in the celebrations as well.

12.0 New Business

Ms. Jennifer Yip, who attended the Markham "Public Realm Workshop" in partnership with 8-80 Cities October 21, 2014, reported that although she was only one of two attendees it was worthwhile. The purpose of the workshop was to discuss how to enhance and animate public space. The workshop lasted three hours and during that time she participated in lots of activities and thought it was nicely facilitated.

The Chair thanked her for her report and attending on behalf of MPL.

13.0 Board Evaluation:

Moved by Mrs. Nicki Lawrence

Seconded by Mr. Justin Hung

Resolved that the report entitled "Questionnaire Results: "Conduct of the Board" be received.

14.0 In Camera Agenda (to discuss a confidential personnel matter)

Moved by Mr. Alfred Kam

Seconded by Mrs. Deborah Jestin

Resolved that the Board meet in in camera at 8:22 p.m. to discuss a confidential personnel matter.

Carried.

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The Board returned to its regular meeting at 8:54 p.m.

Moved by Mr. Alfred Kam
Seconded by Mrs. Deborah Jestin

Resolved that the motions approved In Camera be ratified.

Carried.

15.0 Adjournment

Moved by Mr. John Webster that the meeting be adjourned at 8:56 p.m.