

## AGENDA 2.1

### MARKHAM PUBLIC LIBRARY BOARD

#### Regular Meeting

Minutes of meeting held on Monday, September 29, 2014, 7:04 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  
Mrs. Marilyn Aspevig  
Mrs. Deborah Jestin  
Mrs. Nicki Lawrence  
Mrs. Yemisi Dina  
Mr. Sanjay Varma  
Mr. Justin Hung (from 1.3)

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. Michelle Sawh, Manager, Service Delivery  
Ms. Pam Saliba, Manager, Milliken Mills Library  
Mr. Chris Sheehy, Manager, Facilities & Workplace Safety  
Mrs. Susan Price, Board Secretary

Regrets: Mr. Alan Orr  
Ms. Jennifer Yip  
Deputy Mayor Jack Heath  
Regional Councillor Joe Li  
Councillor Howard Shore

#### 1.0 Call to order/Approval of Agenda

Mr. Edward T. McDermott, Chair, called the meeting to order at 7:04 p.m.

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

**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, remarked that it had been an eventful summer at MPL. The parking issue at Cornell Library has been resolved by the installation of a new validation machine that will allow library staff to validate the parking tags of customers who utilize the library for longer than three hours without cost.

On September 11, the Chair attended the public announcement of a partnership proposal to the provincial government for a York University Satellite Campus in Markham Centre. Partners include the City of Markham, York Region, Seneca College and York University. The Chair commented that it was an impressive event and that Markham would be an ideal location. There are a number of other submissions to the province regarding potential new university locations across the province. A cabinet decision should be made by early spring. Markham has donated five acres of land for the proposed facility that will initially accommodate up to 5,000 students in 2018 and which could increase to 20,000 students over the following 20 years. The Chair, on behalf of MPL has written a letter of support for the bid submission to the province. Another letter was recently sent directly to Mamdouh Shoukri, President of York University reiterating that MPL looks forward to a future potential partnership and collaboration.

The CEO confirmed that York does not want to build a satellite library at this location and building relationships now could be advantageous for future collaborations.

The Chair announced that the Staff Annual Library Celebration will be held Friday, December 5 and Mrs. Deborah Jestin will Chair that planning committee. Mrs. Marilyn Aspevig and Mrs. Nicki Lawrence have also volunteered to assist.

The Board dinner will be held at York Downs Golf and Country Club, Friday, January 23, 2015 featuring a pasta bar. Further details will follow.

The Chair informed the Board that due to a teaching conflict, Mr. Alan Orr has chosen to withdraw from the Library Board. A letter of resignation will be prepared for his signature. The MPL Board is thankful to Alan for his dedication and service and we appreciate his offer of future support to the library in any capacity he can.

### 2.0 Consent Agenda

Moved by Mrs. Nick Lawrence  
Seconded by Mrs. Marilyn Aspevig

Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3.19 and the same are hereby approved as written and the CEO of the Library is hereby authorized and directed 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, June 23, 2014
- 2.2 Declaration of Due Diligence by the CEO
- 2.3 Communication and Correspondence:
  - 2.3.1 Media Release Markham Public Library IPAC Award
  - 2.3.2 Winning Customer Service Revolution Submission
  - 2.3.3 Thank you from Commissioner B. Librecz
  - 2.3.4 Library Staff Son Top Scholar in York

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- 2.3.5 The Municipal Information Network: Markham Library Service Receives IPAC Gold Award For Innovation
- 2.3.6 Cornell: Partners for Healthy Living
- 2.3.7 York U Letters of Support
- 2.3.8 Creating No-Cost Marketing from the Markham Public Library
- 2.3.9 Location and funding commitments announced for York Univeristy in Markham
- 2.3.10 Doctor who spoke to U.S. Senate at Cornell
- 2.3.11 Whole Foods Community Support Day
- 2.3.12 Thornhill's Cameron Bailey enjoys starring role in TIFF success
- 2.3.13 Economist&Sun: Medicare, Better Care: Dr. Danielle Martin
- 2.3.14 Snapd Markham: Open Mic Night
- 2.3.15 Snapd Markham: MPL Summer Wrap Up Party
- 2.3.16 MPL Summer Camps Coordinator-Feedback
- 2.3.17 Snapd Markham: MPL
- 2.3.18 Collette Yvonne: Angus Glen Public Library
- 2.3.19 Tamil Newspaper: Coverage of One of our Community Consultations

Carried.

### 3.0 CEO's Highlights, September 2014

Moved by Mr. Justin Hung  
Seconded by Mr. John Webster

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

Carried.

### 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-2c Budgeting/Forecasting (Assigned to Mr. Alfred Kam))

The CEO explained that the information required to complete the Budgeting/Forecasting reports for the Board is not available from the City at the present time.

Due to the impending election (October 27, 2014), and the resulting delay in the City's Budget timelines for 2015, the CEO is unable to assert compliance with the Global Policy Executive Limitation, paragraph two Global Policy Limitation "by the September Board meeting".

Moved by Mr. John Webster  
Seconded by Mr. Alfred Kam

Resolved that the internal monitoring report entitled "Executive Limitation EL-2c, Budgeting/Forecasting" be received.

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And that the 2015 Markham Public Library Operating and Capital Budget requirements submission to the Library Board be deferred until the required information is available to the CEO.

Carried.

### 6.0 Ends

#### 6.1 Quarterly Ends Report

Moved by Mrs. Yemisi Dina  
Seconded by Mr. Sanjay Varma

**Resolved that the Quarterly Ends Report be received.**

Carried.

### 7.0 Governance

#### 8.0 Ownership Linkage

#### 9.0 Board Advocacy

#### 9.1 Proposed Board Orientation Activities for City Councillors

Moved by Mr. John Webster  
Seconded by Mrs. Nicki Lawrence

**Resolved that the report entitled "Proposed Orientation Activities with City Councillors" be received as amended (item #2 "presentation" changed to "presentations")**

The Chair explained that the purpose of these activities is to provide opportunities to liaise with Councillors in a social setting in order to get to know each other. The suggestions would also provide an opportunity to encourage Councillors to attend our meetings so that they understand that Markham Public Library Board is a fully functioning Board.

In future, Councillors will be sent an e-mail advising them of upcoming MPL Board meetings in their Ward.

### 10.0 Education:

#### 10.1 Board Statistical Report

Moved by Mrs. Nicki Lawrence  
Seconded by Mr. Justin Hung

**Resolved that the report entitled "Board Statistical Report" be received.**

Carried.

#### 10.2 Strategic Plan Update Report

Moved by Mr. Justin Hung  
Seconded by Mr. John Webster

**Resolved that the report entitled "Strategic Plan Update Report-September 2014 be received"**

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**Resolved that the Markham Public Library Revised Mission Statement, Rollout Timeline, the 2015 to 2017 Proposed Work plan, and the Proposed Evaluation Format be approved.**

Carried.

Deborah Walker, Director, Strategy and Innovation provided a comprehensive overview of the 2015-2017 Strategic Plan. Ms. Walker explained that the Plan was developed by staff led by Ms.A.Cecchetto.

As previously reported, the Draft Strategic Plan is based on an extensive process of community consultation.

An Overview:

**Foundational Strategies:**

1. Working Relationship between the Library and The City
2. Inadequate Technology
3. Library Visibility and Use
4. Mix of Digital and Physical Content
5. Library Space: Customer Needs
6. Success Measures

**The Mission Statement has been revised in order to provide smother flow and consistency of perspective.**

**"We are your public library providing everyone in the community the opportunity for success.**

**Our resources, staff, programs and spaces enrich the lives of everyone in Markham. The Library engages with the community to read, study, play, explore ideas, create and connect with each other. We help people build the life and vibrant community they desire."**

**Proposed Timeline for Strategic Plan Rollout**

September 29, 2014	Board Approval
October 1 and 2, 2014	Rollout to Staff at Town Halls
Q4 2014	Detailed Planning of Milestones and Success Measures
Early 2015	Presentation to Council and Public Rollout

**Proposed Strategic Work Plan 2015-2017**

The Strategic Work Plan was developed through a staff engagement process. Teams of highly creative staff have consolidated and organized over 200 recommendations into **Four Strategic Themes:**

1. Increased Visibility and Use Thorough Community and Learning and Engagement
2. Improved Technology
3. Collections (Digital/Physical Mix) and
4. Place-Vibrant Community Places.

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The themes were then broken down into **Goals** and then the respective goals into **Objectives** and **Actions**.

To keep the Board informed of the progress of the new Strategic Plan, a new format for reports has been developed and an example was enclosed in the report.

The presentation was followed by much discussion.

The Board commented that the diversity of the Plan indicates just how many of the recommendations were the result of community input. There were discussions about the concept of a "Pop-Up" Library model and the lending of non-traditional library items.

The Chair challenged all those present to think of a celebrity or high profile individual that may have used the Markham Public Library and might be willing to provide endorsements.

### 10.3 **Board Education Plan-2015**

Staff distributed notes for Board Members to write down topics of educational interest and asked them to hand them in to the Board secretary when completed.

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

**Resolved that the Board members identify outreach initiatives and education topics for 2015 to comply with Governance Process GP-2f Policy.**

### 11.0 **Incidental Information**

#### 11.1 **Annual Library Celebration**

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

**Resolved that the Board approve up to \$4,500 to cover the cost of the Annual Library Celebration for the Library staff and Board.**

Carried.

As per the Chair's remarks Mrs. Deborah Jestin will Chair the Board Committee that will organize the Annual Library Celebration. Mrs. Marilyn Aspevig and Mrs. Nicki Lawrence volunteered to serve on the Committee. The celebration will be held on Friday, December 5, 2013 and the Board Committee will determine the venue.

#### 11.2 **Annual Board Dinner**

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

**Resolved that the Board approve up to \$1,500.00 to cover the cost of the Annual Board Dinner.**

Carried.

Mr. Edward McDermott has booked the venue and asked Mrs. Deborah Jestin's support in the planning.

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### 12.0 New Business

### 13.0 Board Evaluation:

#### 13.1 Simplified Questionnaire: Conduct of the Board

The Chair reminded all Members to complete the questionnaire and hand it in to the Board secretary.

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

Deferred.

### 15.0 Adjournment

Moved by Mr. John Webster that the meeting be adjourned at 8:36 p.m.