

## AGENDA 2.1

### MARKHAM PUBLIC LIBRARY BOARD

#### Regular Meeting

Minutes of meeting held on Monday, May 26, 2014 7:01 p.m., Unionville Library, Program Room, 15 Library Lane, Unionville, L3R 5C4

Present from Board: Mr. Edward T. McDermott, Chair  
Mr. Alfred Kam, Vice-Chair  
Ms. Jennifer Yip  
Mrs. Marilyn Aspevig  
Mrs. Deborah Jestin  
Mr. Justin Hung  
Mrs. Yemisi Dina  
Mr. John Webster  
Mrs. Nicki Lawrence

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer  
Mr. Larry Pogue, Director, Administration  
Ms. Deborah Walker, Director, Strategy and Innovation  
Ms. Andrea Cecchetto, Manager, Learning and Growth  
Mrs. Diane Macklin, Manager, Marketing & Community Development  
Ms. Pam Saliba, Manager, Milliken Mills Library/Unionville Library  
Mrs. Angela Tse, Angus Glen Library  
Mr. Fred Whitmarsh, Thornhill Community and Village Branches  
Mrs. Susan Price, Board Secretary

Regrets: Deputy Mayor Jack Heath  
Regional Councillor Joe Li  
Councillor Howard Shore  
Mr. Alan Orr  
Mr. Sanjay Varma

Guest: (Agenda 1.4) Mr. Morteza Behrooz: Park Development Coordinator, Planning and Urban Design Dept., City of Markham

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

Mr. Edward McDermott, Chair, called the meeting to order at 7:01 p.m.

Moved by Mrs. Marilyn Aspevig  
Seconded by Ms. Jennifer Yip

**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. Ted McDermott introduced and welcomed Mr. Behrooz from the City of Markham (arrival after Agenda 7.2) who attended the meeting in order to provide an update on the Library Square Master Plan.

### **1.4 Mr. Morteza Behrooz:**

Mr. Behrooz presented the final drawings of the proposed Library Square Master Plan design. He explained that the design was the culmination of input from various community groups. The plan will not be finalized until Council approves the budget, perhaps 2015 which would mean the actual improvements would not begin before 2016 and the budget is approximately \$2.5 million. The Plan includes a Cenotaph, Amphitheatre, Meditative area, Children's reading area and a Firefighters (City of Markham) Memorial.

There were some concerns raised around the height of the trees along the western façade of the new Library wing as well as the logistics of the water fountain during Remembrance Day services. When asked if pedestrians would continue having direct straight-line access to the Library from the southeast corner of Highway 7 and Main St. Markham, i.e. from the frequently used VIVA bus stop, Mr. Behrooz responded that the plan envisioned less direct access than is the case now. There was also discussion about plans for the park abutting Reeve Drive to the south of the Library parking lot, which the residents have closely identified with in the past. Mr. Behrooz responded that public opinion would be taken into account.

### **2.0 Consent Agenda**

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

**Resolved that the Consent Agenda, comprising Agenda items 2.0 to 2.3.1 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, April 29, 2014**
- 2.2     Declaration of Due Diligence by the CEO**
- 2.3     Communication and Correspondence**
  - 2.3.1   Markham GROWS Seed Library**

Carried.

### **3.0 CEO's Highlights, May 2014**

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

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

Carried.

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The Chair commented on the upcoming IPAC (Institute of Public Administration of Canada) Innovative Management award. The MPL submission was based on the CSR (Customer Service Revolution) and of over eighty submissions MPL is among the top three selected. The awards will be presented at the IPAC conference in Edmonton, AB, on June 2, 2014. The CEO and one staff member will be present to accept the award and the Board will be notified as to the final outcome.

- 4.0 **Annual Policy Review:**  
(In January)

- 5.0 **Internal Monitoring Reports:**  
(Compliance list of internal monitoring reports and discussion led by members.)

- 5.1 **Executive Limitation: EL-2d Financial Condition**  
(Assigned to Mr. Justin Hung )

Mr. Hung reviewed the report entitled "Executive Limitation: EL-2d; Financial Condition," that provides an update on current library finances and indicated that he had received no questions or comments from Board members.

Mr. Hung addressed the fine shortfall and Staff responded that the expected unfavourable variance in Revenues may have to be off-set by under-spending in Expenditures where possible. He also suggested that foreign currency hedging might be considered a strategy for managing future expenses and the CEO responded that it could be referred to the Finance department at the City of Markham.

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

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

**Resolved that the internal monitoring report entitled "Executive Limitation EL-2d Financial Condition ," be received.**

Carried.

- 6.0 **Ends**

None

- 7.0 **Governance:**

- 7.1 **2014 Library Operating Budget Report**

Moved by Mrs. Marilyn Aspevig  
Seconded by Mr. John Webster

**Resolved that the Board approves the 2014 City of Markham Grant in the amount of \$10,605,822;**

**And that the Board approves the amended 2014 Library Operating Budget consisting of Library Income in the amount of \$1,073,435, and Operating Expenditures in the amount Of \$11,679,257;**

**And that these figures be subject to adjustment if and as required, based on information that may be provided by the City of Markham throughout the remainder of the year.**

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**And That Staff be authorized and directed to do all things necessary to give effect to this resolution.**

Carried

### 7.2 Award of Contract 285-R-13 Library Material and Processing Services

Moved by Mrs. Deborah Jestin

Seconded by Mr. Alfred Kam

**Resolved that the Board approves the utilization of \$192,000 in savings resulting from the Award of Contract 285-R-13 for Material and Processing Services in Capital Budget Account #076-5350-14172-005 "Library Collections" for the purpose of purchasing Library materials required by the community.**

**And That the Board Chair or designate be available to present the Board's recommendation to Council as required;**

**And That Staff be authorized and directed to do all things necessary to give effect to this resolution.**

The CEO explained that this RFP process has been a protracted and challenging exercise, and the Council Award Report still has to be approved by Council. A point of discussion had been whether or not the savings achieved through this process would be returned to source, which would have meant that the Library has less funding to spend on materials than had been approved by Council. She said that her viewpoint is that the Library should be able to spend the full amount of its approved 2014 Capital Budget for materials, and the recommendation has been worded accordingly. Further, there is an urgent need to resolve this matter as quickly as possible because the current contract with Library Services Centre (LSC) expires on May 31, 2014, and the Library needs to ensure a continuous supply of materials to meet public demand. This is a formal request to the Board for approval to purchase the required materials.

Over the last few years, the separation of the Library's material budgets between the Capital and Operating budgets, as required by changes in the PSAB (Public Sector Accounting Board) rules, has reduced MPL's flexibility in determining and pursuing the most appropriate strategy for collections, including materials in both physical-copy and virtual formats. (Before this change, library collection budgets resided exclusively within the Operating Budget.) As a result of this change, the City's Finance Committee asserts it has to approve any changes from the capital to the operating budget and in this case it has taken the position it will not approve such a transition. Initially they were seeking to strike the savings achieved by the efforts of the MPL from the approved materials budget (thereby cancelling the effect of the MPL's negotiating efforts) but as a result of further discussions and the intervention of the Commissioner, the matter is hopefully to be resolved on the basis that the savings will be available to be spent on the acquisition of general library materials. The core issue of who controls the budget once the estimates are approved by Council remains unresolved and no doubt will arise again in the future. The CEO indicated that she would explore ways of attempting to resolve this situation for the future.

The Library and the City will continue to work on a document that clarifies respective roles and responsibilities of the MPL vis a vis the city. The CEO expressed the view that it is her hope that clarification of the City-Library relationship will foster a more co-operative situation going forward.

Carried unanimously.

### 8.0 Ownership Linkage

None

### 9.0 Board Advocacy

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None

### 10.0 **Education:**

#### 10.1 **Review of Results of the Consultations and Surveys for the New Strategic Plan**

The development of the new Strategic Plan, 2015-2017, has focused on community input and needs. Community consultations have taken place in numerous venues, 10,000 invitations were sent out and 5000 flyers were distributed.

The focus on intensive community engagement was essential in order to be certain of what expected outcomes should be. Marketing and technology were identified by the Board as a top priority.

The next step in this process is to focus on non-users, in particular the south Asian 2community in south Markham which is currently an underserved area. In order to do this we need to begin by establishing values and working towards ends and means.

Now that certain information has been compiled and reviewed, Staff would like to meet further with available Board members and consultations will be set up in groups of three.

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

**Resolved that "The Board accepts the presentation "Review of the results of the consultations and surveys for the New Strategic Plan 2015-2017".**

Carried.

### 11.0 **Incidental Information**

None

### 12.0 **New Business**

Mrs. Nicki Lawrence expressed concern that new Board Members were not clearly informed of the length of the Library Board term (concurrent with Council which is four years). The CEO assured her that this has been discussed with the Clerk's department and the terms will be clarified for the next appointees.

Mrs. Marilyn Aspevig reported that she attended the Battle of the Books event on May 8<sup>th</sup> and passed on greetings from the Board. The event was well attended and generated great team spirit.

### 13.0 **Board Evaluation:**

The chair asked the Board to complete the questionnaire "Performance of Individual Board Members" and to submit it to the Board secretary before leaving the meeting.

### 14.0 **In Camera Agenda**

None

### 15.0 **Adjournment**

Moved by Mr. Justin Hung that the meeting be adjourned at 8:32 p.m.