

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Tuesday, April 29, 2014 7:02 p.m. Canada Room, Markham Civic Centre, 101 Town Centre Blvd., Markham

Present from Board: Mr. Edward T. McDermott, Chair
Mr. Alfred Kam, Vice-Chair
Mrs. Yemisi Dina
Mr. Justin Hung
Mr. Alan Orr
Mr. Sanjay Varma
Mrs. Marilyn Aspevig
Mrs. Deborah Jestin
Councillor Howard Shore
Regional Councillor Joe Li (from 3.0)
Mr. John Webster (from 5.1)
Deputy Mayor Jack Heath

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. Michelle Sawh, Manager, Service Delivery
Ms. Pam Saliba, Milliken Mills Library
Ms. Anthea Baillie, Markham Village Library
Ms. Angela Tse, Angus Glen Library
Mr. Ryan Moniz, Markham Village Admin.
Ms. Megan Garza, Milliken Mills Library
Ms. Ange Friesen, Markham Village Library
Ms. Elizabeth Myers, Cornell Library
Mrs. Patty McRory, Angus Glen Library
Ms. Leah Rucchetto, Milliken Mills Library
Mr. Fred Whitmarsh, Cornell Library
Mr. Len Santos, Markham Village Admin.
Mr. Patrick Pan, Unionville Library
Mrs. Susan Price, Board Secretary

Regrets: Mrs. Nicki Lawrence
Ms. Jennifer Yip

1.0 Call to order/Approval of Agenda

Mr. Edward McDermott, Chair, called the meeting to order at 7:02 p.m.

Moved by Mrs. Deborah Jestin
Seconded by Mr. Justin Hung

Resolved that the agenda be approved.

Carried.

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1.1 Declaration of conflict of interest

None.

1.2 Delegation

None.

1.3 Chair's Remarks

The Chair informed the Board about the "Battle of the Books" being held at Black Walnut Public School May 8, 2014 7:00-9:00 pm. Mrs. Marilyn Aspevig volunteered to represent the Board as she plans on attending the event. Board members should contact the secretary if they require directions to the school.

1.4 Board-CEO Linkage BCL-2e Policy: Chief Executive Officer Performance Review

The Chair advised the Board that the process was undertaken and completed and the CEO evaluation for the year 2013 ending February 2014 has been executed. The hard copy has been filed as per procedure and reviews ending 2012, 2013 and 2014 are now also in secured files on the server.

The Chair introduced and welcomed Ms. Brenda Librecz: City of Markham.

1.5 Brenda Librecz: Commissioner of Community & Fire Services

Pan Am Games:

Ms. Librecz commented that the Pan American Games provided an opportunity to build a legacy of community engagement.

Ms. Librecz expressed the need to focus on timely strategic planning and complimented the CEO and Library Staff on their forward thinking.

The CEO and the Commissioner's office are working on defining roles between the City and Markham PublicLibrary. There has been a lack of clarity regarding respective roles especially related to budget issues. The goal is to focus on a mechanism for issue resolution such that favourable relationships between both parties are maintained.

The Executive Leadership Team of the City is made up of three Commissioners reporting to the CAO. The focus of their administrative priorities includes four key elements:

- Community Engagement (Customer Service)
- Leveraging Technology
- Managing Growth
- People Planning

The CEO invited Ms. Librecz to remain and participate in the Strategic Planning interviews.

2.0 Consent Agenda

Moved by Mr. Alan Orr
Seconded by Mr. Sanjay Varma

Resolved that the Consent Agenda, comprising Agenda items 2.0 to 2.3.2 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:

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2.0 CONSENT AGENDA:

- 2.1 Minutes of Regular Meeting, March 24, 2014
- 2.2 Declaration of Due Diligence by the CEO
- 2.3 Communication and Correspondence
 - 2.3.1 Volunteer Letter 2013
 - 2.3.2 Good Reading from the Markham Public Library

Carried.

3.0 CEO's Highlights, April 2014

Moved by Mr. Justin Hung
Seconded by Mrs. Deborah Jestin

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

Carried.

The CEO explained that the major focus currently is the Strategic Planning process.

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-2e Asset Protection (Assigned to Mrs. Deborah Jestin)

Mrs. Jestin stated that she reviewed the internal monitoring report entitled "Executive Limitation: EL-2e," and is assured that the CEO will ensure that assets are safeguarded. Mrs. Jestin did receive two questions:

1. Are we insured for Asset Protection?: Response is yes, MPL is covered under the City of Markham Insurance Policy.
2. Are we (the Board) liable if someone decides to sue Markham Public Library. The response was yes. It has never happened and in that event Liability is covered under the City of Markham Insurance policy.

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

Moved by Mrs. Deborah Jestin
Seconded by Mrs. Yemisi Dina

Resolved that the internal monitoring report entitled "Executive Limitation EL-2e Asset Protection", be received.

Carried.

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6.0 Ends

6.1 Quarterly Ends Update

Moved by Mrs. Marilyn Aspevig
Seconded by Mr. Alfred Kam

Resolved that the "Quarterly Ends Update", be received for information.

Carried.

Mrs. Jestin reaffirmed what a great job MPL is doing in the community.
One question arose regarding "Pechakucha" night. Staff responded that the term originated in Japan and focuses on creativity etc.

Please note Agenda Items 7.0 and 10.2 have been switched in order to accommodate staff conducting interviews.

10.2 Presentation on the Strategic Plan:

Approach and results to date followed by one on one interviews with Board members:

Staff reported they have gathered input from several sources including an online survey, community consultations, targeted focus groups and staff and Board consultation. A common theme seems to be a desire for a stronger sense of community.

Councillor Shore asked for an overview of the community consultations. Staff responded that they sponsored ten different sessions across the city. They had 200 participants, with some groups as large as 40, others as small as 6. They found that there was a good cross section of participants. The questions focused on individual aspirations and challenges they were facing over the next three years and how Markham Public Library could be of service. The responses were fairly consistent in that they were hoping to connect with the community and for some, to transition into the community. MPL could help through technology, language and academic support. Generally people were very pleased about being approached for their input. The majority heard about the consultations from staff and other community users.

Regional Councillor Li wondered if areas that need more work were identified. Councillor Shore advised that a Youth Task Force would be held May 3, 2014 and it might be a good opportunity to connect with young people. Staff responded that they did receive a great deal of positive "youthful" input during their consultations.

The one on one interviews lasted approximately twenty minutes.

Discussion followed surrounding the role of community centres vs. libraries. Both have distinct roles as gathering places in the city and it is important for each to cross promote and communicate with each other to best serve the needs of the citizens.

8.0 Ownership Linkage

None

9.0 Board Advocacy

None

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10.0 Education:

10.1 Board Statistical Report

Moved by Mr. Alan Orr
Seconded by Mrs. Yemisi Dina

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

Carried.

The Chair commented that it is helpful to the Board to see the statistics presented in the ends report.

Mr. Varma had a question about self check out and staff responded. There was also a question about Wi-Fi usage and staff explained that it is currently a manual process performed by individuals. Staff commented that circulation being down in the first quarter could correlate directly to inclement winter weather.

Please note Agenda Items 7.0 and 10.2 have been switched in order to accommodate staff conducting interviews.

7.0 Governance

7.1 2014 Operating Budget Report (Deferred to May)

CEO explained that a firm figure is required before completing the report.

11.0 Incidental Information

None

12.0 New Business

13.0 Board Evaluation:

13.1 Questionnaire Results: Feedback to the Chair

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

Resolved that the report entitled "Questionnaire Results: Feedback to the Chair", be received.

Carried.

14.0 In Camera Agenda

None

15.0 Adjournment

The Chair thanked the Commissioner, Ms. Brenda Librecz for her attendance and input. It was greatly appreciated.

Moved by Mrs. Deborah Jestin that the meeting be adjourned at 8:38 p.m.