

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, March 24, 2014 7:03 p.m. Markham Village Library, Program Room, Upper Level, 6031 Highway 7, Markham

Present from Board: Mr. Edward T. McDermott, Chair
Mr. Alfred Kam, Vice-Chair
Mr. Alan Orr
Ms. Jennifer Yip
Mrs. Marilyn Aspevig
Mr. Justin Hung
Mrs. Deborah Jestin
Mr. Sanjay Varma
Mrs. Yemisi Dina
Councillor Howard Shore
Mr. John Webster (from 5.1)
Regional Councillor Joe Li (from 5.2)

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
Mr. Chris Sheehy, Manager, Facilities & Workplace Safety
Ms. Pam Saliba, Manager, Milliken Mills Library
Mr. Patrick Pan, Manager, Unionville Library
Mrs. Susan Price, Board Secretary

Regrets: Deputy Mayor Heath
Mrs. Nicki Lawrence

1.0 Call to order/Approval of Agenda

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

Moved by Mr. Alan Orr
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 reported on a meeting that he attended, where Mayor Scarpitti addressed the accomplishments of the city and the library was not specifically mentioned. He commented that we (MPL Board) need to be targeting more advocacy efforts. The CEO responded that she had met with the Commissioner of Community Services that day and they will be working on a staff strategy to address the concern.

2.0 Consent Agenda

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

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:

2.0 CONSENT AGENDA:

- 2.1 Minutes of Regular Meeting, February 26, 2014
- 2.2 Declaration of Due Diligence by the CEO
- 2.3 Communication and Correspondence
 - 2.3.1 Invitation from the Marleigh Retirement Residence
 - 2.3.2 Markham Board of Trade Business Books

Carried.

Mrs. Marilyn Aspevig questioned the significance of the invitation from the Marleigh Retirement Residence. Staff responded that the residence has been doing a lot of networking in the community for marketing and/or fundraising purposes.

3.0 CEO's Highlights, March 2014

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

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

Carried.

4.0 Annual Policy Review: (In January)

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

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5.1 Executive Limitation: EL-2c Budgeting/Forecasting (Assigned to Mr. Alfred Kam)

Mr. Kam stated that he sent an e-mail to all Board members with respect to the internal monitoring report entitled "Executive Limitation: EL-2c," and received no questions or comments.

Mrs. Marilyn Aspevig directed a question to the CEO with regard to the gapping of the approximately \$31,000. The CEO replied that meetings had been held and that it was not likely that fines alone would cover the revenue gap. MPL will need to find other ways to generate revenue, perhaps increasing program fees and an online fine payment plan could help.

The report confirmed that the CEO and MPL's practices relative to MPL's Budgeting/Forecasting are in compliance with the requirements of EL-2c policy.

Moved by Mr. Alfred Kam
Seconded by Mr. Alan Orr

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

Carried.

5.2 Executive Limitation: EL-2g Emergency Executive Discussion (Assigned to Mr. Alan Orr)

Mr. Alan Orr contacted the Board and received no questions or comments. Mr. Orr reviewed the report and found it to be thorough and its details reassuring.

The report confirmed that the CEO and MPL's practices relative to MPL's Emergency Executive Succession are in compliance with the requirements of EL-2g policy.

Moved by Mr. Alan Orr
Seconded by Mr. Justin Hung

Resolved that the internal monitoring report entitled "Executive Limitation EL-2g, Emergency Executive Succession" be received.

Carried.

6.0 Ends

None

7.0 Governance

7.1 2014 Library Capital Budget Report

Moved by Mr. Sanjay Varma
Seconded by Mrs. Marilyn Aspevig

Resolved that the Board adopts the amended 2014 Capital Budget of \$2,390,000 for the Library's portion of the City of Markham's 2014 Capital Budget.

And that staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried.

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7.2 2014 Library Operating Budget Report: Deferred to April

The CEO reported that this report will be ready for April.

Some discussion followed as to the process whereby Council approves the budget. Councillor Shore stated that the Library Board needs to be present at a budget planning meeting. He suggested that the MPL Board should arrange with the clerk of the Budget Committee to have a Board presentation added to the agenda of one of the early meetings of the Committee.

Regional Councillor Joe Li also agreed that the opportunity to provide more information about the library budget could be helpful in improving advocacy.

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

Resolved that the CEO look into methods of presenting the 2015 budget in conjunction with the Board as early as possible to the Budget Committee and Council so that the Board can follow up with appropriate presentations as the budget moves through the approval process with the objective of securing the approval of Council to the Markham Public Library Board's budget for the next ensuing year.

Carried.

8.0 Ownership Linkage

None

9.0 Board Advocacy

None

10.0 Education:

10.1 The Library For the Future

Staff prepared a presentation based on experiences and feedback from the PLA conference. The conference focused on the following topics:

- Culture
- Civic Engagement
- Education
- Healthy Community Building
- Exploration

The CEO and staff agreed unanimously that the conference was extremely valuable and all came away with renewed enthusiasm and increased knowledge. Some of the ideas highlighted were improved technical services, digital media labs, user friendly kits for newcomers, longer holds and improved physical spaces i.e. play areas and providing eating areas. The consensus was that most libraries face similar issues and a common theme was the need for improved advocacy by self-promotion and being able to measure the library's value in the community.

Moved by Councillor Howard Shore
Seconded by Mr. John Webster

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Resolved that the presentation "The Library Vision for the Future" be received.

Carried.

11.0 Incidental Information

None

12.0 New Business

Councillor Shore presented *Smart Markham: Building our Smart City Together* April 11, 2014, 9-12:30 pm. Councillor Shore explained that this conference is an opportunity for individuals and businesses to showcase themselves.

MPL would like to have a presence at this conference and Councillor Shore has given his permission.

13.0 Board Evaluation:

13.1 Questionnaire: Feedback to the Chair

The Chair asked the Board to complete the questionnaire entitled "Feedback to the Chair" and to submit it to the Board Secretary before leaving the meeting.

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

Moved by Mr. Alan Orr
Seconded by Mrs. Marilyn Aspevig

Resolved that the Board meet in camera at 8:20 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 8:40 p.m.

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

Resolved that the motions approved in camera be ratified.

Carried

15.0 Adjournment

Moved by Mr. Sanjay Varma that the meeting be adjourned at 8:40 p.m.