

## AGENDA 2.1

### MARKHAM PUBLIC LIBRARY BOARD

#### Regular Meeting

Minutes of meeting held on Monday December 16, 2013 7:04 p.m., Markham Village Library, 6031 Highway 7, Markham

- Present from Board: Mrs. Deborah Jestin, Chair  
Mr. Edward T. McDermott, Vice Chair  
Mr. Alan Orr  
Mr. John Webster  
Mrs. Nicki Lawrence  
Ms. Jennifer Yip  
Mrs. Marilyn Aspevig  
Mrs. Yemisi Dina  
Mr. Justin Hung (from 12.0)
- Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer  
Mr. Larry Pogue, Director, Administration  
Ms. Deborah Walker, Director, Strategy and Innovation  
Mrs. Diane Macklin, Manager, Marketing & Community Development  
Ms. Michelle Sawh, Manager, Service Delivery  
Mr. Chris Sheehy, Manager, Facilities & Workplace Safety  
Ms. Angela Tse, Manager, Angus Glen Library  
Mr. Fred Whitmarsh, Manager, Cornell Library  
Mr. Patrick Pan, Manager, Unionville Library  
Mrs. Susan Price, Board Secretary
- Regrets: Deputy Mayor Jack Heath  
Regional Councillor Joe Li  
Councillor Howard Shore  
Mr. Sanjay Varma  
Mr. Alfred Kam

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

Mrs. Deborah Jestin, Chair, called the meeting to order at 7:04 p.m.

Moved by Mrs. Nicki Lawrence  
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**

Mrs. Deborah Jestin, Chair, had the following comments:

The Chair reported that the party held November 29, 2013 was well attended. Staff appreciated the event and that there was a lot of positive feedback.

Mr. Edward T. McDermott, Vice Chair reported on the South East Community Centre and Library Groundbreaking December 1, 2013. The Vice Chair and a number of MPL staff members attended the groundbreaking and despite inclement weather it was a good day. There was a lot of excitement and his speech was made to a very enthusiastic crowd.

### **2.0 Consent Agenda**

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

**Resolved that the Consent Agenda comprising of Agenda items 2.0 to 2.3.3 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, November 25, 2013**
- 2.2     Declaration of Due Diligence by the CEO**
- 2.3     Communication and Correspondence:**
  - 2.3.1 Pechakucha Night Markham**
  - 2.3.2 Amanda Lang Visits MPL**
  - 2.3.3 South Markham residents ready for new community centre**

Carried.

### **3.0 CEO's Highlights, December 2013**

Moved by        Mrs. Nicki Lawrence  
Seconded by    Mr. Alan Orr

**Resolved that the report entitled "CEO's Highlights, December 2013" be received.**

Carried.

There was some discussion and favorable comments. Mr. John Webster noted that he was pleased and surprised at the profile of some of the Library's borrowers. The Toronto Public Library Economic Impact Study, prepared by the Martin Prosperity Institute was discussed and the CEO declared that it would be of benefit to MPL.

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### 4.0 Annual Monthly Policy Review

#### 4.1 Policy Governance Wording Review

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

Resolved that all the policies under the Governance Process and Board-CEO Linkage sections of the Governance Policies be reviewed and that proposed amendments be presented to the Board at its regular meeting in January 2014.

Carried.

### 5.0 Internal Monitoring Reports:

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

#### 5.1 Executive Limitation: EL-2f Protection of Services (Assigned to Mr. Edward T. McDermott )

Mr. McDermott reviewed the internal monitoring report entitled "Executive Limitation: EL-2f, " Protection of Services " prepared by Larry Pogue, Director of Administration. He received no questions or comments from the Board. He declared that it was an easy Limitation to review as the CEO is diligent in the Protection of Services. There have been no changes in hours, services or facilities in 2013.

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

Moved by Mr. Edward T. McDermott  
Seconded by Mrs. Marilyn Aspevig

Resolved that the internal monitoring report entitled "Executive Limitation EL-2f, "Protection of Services" be received.

Carried.

### 6.0 Ends

#### 6.1 Quarterly Ends Update

Moved by Mrs. Nick Lawrence  
Seconded by Ms. Jennifer Yip

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

The Chair commented that the report was very impressive and wondered how MPL would compare to other libraries. The CEO explained that MPL's approach to programs is very responsive to the community it serves. Staff explained that MPL programming is very deliberate and the community librarians try to make the programs meaningful. Staff are always looking for the right programs to fill any community needs. MPL is conducting a random survey that will help determine future programs. Discussion followed regarding the uniqueness of the Cornell Library/Hospital partnership.

Carried.

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### 7.0 Governance

None

### 8.0 Ownership Linkage

8.1 LCYS Board Meeting held November 27, 2013, report in the Ends report

### 9.0 Board Advocacy

None.

### 10.0 Education:

#### 10.1 Board Statistical Report

Moved by Mr. Alan Orr  
Seconded by Mrs. Nicki Lawrence

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

Some clarification was required on the statistics regarding programs and number of sessions. Discussion followed regarding types of programs; specifically seniors. The CEO explained that due to the diversity of that population it can be challenging, however the City will be addressing services specific to seniors in 2015.

Carried.

### 11.0 Incidental Information

#### 11.1 2014 Board Meeting Dates

Moved by Ms. Jennifer Yip  
Seconded by Mr. Alan Orr

**Resolved that the schedule of the 2014 Board meeting and agenda planning dates be received.**

Carried.

The following dates may be subject to change in advance due to observance of statutory holidays or other considerations.

#### **AGENDA PLANNING MEETINGS** 3:45-4:45 p.m.

Tuesday, January 14, 2014  
Wednesday, February 12, 2014  
Wednesday, March 12, 2014  
Wednesday, April 16, 2014  
Wednesday, May 14, 2014  
Wednesday, June 11, 2014

#### **BOARD MEETINGS** 7:00 p.m.

Monday, January 27, 2014  
Monday, February 24, 2014  
Monday, March 24, 2014  
Tuesday, April 29, 2014 \*\*  
Monday, May 26, 2014  
Monday, June 23, 2014

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Wednesday, September 17, 2014  
Wednesday, October 15, 2014  
Wednesday, November 12, 2014  
Wednesday, December 3, 2014

Monday, September 29, 2014  
Tuesday, October 28, 2014 \*\*\*  
Monday, November 24, 2014  
Monday, December 15, 2014

\*\* Conflict with CEO  
\*\*\* Municipal Elections

Note: The Board meeting in December will be held on December 15 (third Monday) due to the Christmas holiday.

### 11.2 Annual Board Dinner Update

The Chair confirmed that the Annual Board Dinner will be held January 10, 2014 at Santorini's, beginning at 6:30 p.m. Details will follow.

### 12.0 New Business

Mrs. Jestin, Chair asked if anyone had thought about nominating anyone or considered putting forth their name for Chair beginning January 27, 2014. Mr. Edward T. McDermott indicated that he was interested in the position and feels he has the experience required. No candidates for Vice-Chair declared.

In response to questions about the term of the current Board which runs concurrent with Council, the CEO explained that a new Library Board would likely be appointed sometime in the first quart of 2015. Current members were encouraged to consider another term in order to ensure continuity of the Board.

Mrs. Yemisi Dina thanked Mrs. Jestin for all her efforts. Mr. McDermott thanked her as well and everyone else joined in with their appreciation of her hard work, energy and enthusiasm.

### 13.0 Board Evaluation

None for this month

### 14.0 In Camera Agenda (none)

### 15.0 Adjournment

Moved by Mr. John Webster that the meeting be adjourned at 7:45 p.m.