

## AGENDA 2.1

### MARKHAM PUBLIC LIBRARY BOARD

#### Regular Meeting

Minutes of meeting held on Monday November 25, 2013 7:07 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  
Mrs. Marilyn Aspevig  
Regional Councillor Joe Li  
Mrs. Nicki Lawrence  
Mr. Alfred Kam  
Mr. Justin Hung  
Mrs. Yemisi Dina  
Councillor Howard Shore  
Mr. Sanjay Varma

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer  
Mr. Larry Pogue, Director, Administration  
Mrs. Diane Macklin, Manager, Marketing & Community Development  
Ms. Michelle Sawh, Manager, Service Delivery  
Mr. Chris Sheehy, Manager, Facilities & Workplace Safety  
Ms. Hillary Murphy, Manager, Markham Village Library  
Mr. Leonard Santos, Marketing Assistant Admin.  
Mrs. Susan Price, Board Secretary

Regrets: Deputy Mayor Jack Heath  
Ms. Jennifer Yip  
Mr. John Webster

Guests (Agenda 1.4) Ms. Sharon Laing Ms. Jane Taylor (City of Markham)

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

Mrs. Deborah Jestin, Chair, called the meeting to order at 7:07 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.

## AGENDA 2.1

### 1.3 Chair's Remarks

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

The Chair welcomed our guests Ms. Sharon Laing, Director of Human Resources, City of Markham and Ms. Jane Taylor, Manager Human Resources, City of Markham who are present for our In Camera meeting.

The Cornell celebration was held November 21, 2013. The Chair reported that it was a nice ceremony and that it provided a great opportunity for Hospital Staff to receive a public library card.

The South East Community Centre & Library Groundbreaking will take place Sunday Dec 1 2:00-4:00 p.m. at the site on the south east corner of Middlefield and 14<sup>th</sup> Ave.

Agenda item 2.3.3: Registration forms for the Ontario Library Association Super Conference January 29-February 1, 2014 are available from the Board Secretary.

The Chair declared that the Board needs to be thinking about nominees for the Positions of Chair and Vice Chair which will be chosen at the Annual General Meeting in January. Nominations can be declared at the December meeting and can also be done the night of the meeting.

### 1.4 In Camera Agenda (to discuss confidential legal matters)

Moved by Councillor Shore  
Seconded by Mr. Justin Hung

**Resolved that the Board meet in camera at 7:10 p.m. to discuss confidential legal matters.**

Carried.

The Board returned to its regular meeting at 7:52 p.m.

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

**Resolved that the motions approved in camera be ratified.**

Carried.

### 2.0 Consent Agenda

Moved by Mrs. Nicki Lawrence  
Seconded by Mrs. Yemisi Dina

**Resolved that the Consent Agenda comprising of Agenda items 2.0 to 2.3.5 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:**

## AGENDA 2.1

### 2.0 CONSENT AGENDA:

- 2.1 Minutes of Regular Meeting, October 28, 2013
- 2.2 Declaration of Due Diligence by the CEO
- 2.3 Communication and Correspondence:
  - 2.3.1 Markham Board of Trade publication
  - 2.3.2 School Board rejects book give away
  - 2.3.3 Ontario Library Associations Super Conference 2014
  - 2.3.4 Save your City Support the Public Library
  - 2.3.5 Thank you Letter from retired employee

Carried.

### 3.0 CEO's Highlights, November 2013

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

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

Carried.

### 4.0 Annual Monthly Policy Review

(The wording of policies is reviewed annually by a member)  
Deferred to December 2013 or as the need arises.

### 5.0 Internal Monitoring Reports:

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

#### 5.1 Executive Limitation: EL-1 General Executive Constraint (Assigned to Mrs. Marilyn Aspevig)

Mrs. Aspevig reviewed the internal monitoring report entitled "Executive Limitation: EL-1, General Executive Constraint" prepared by Larry Pogue, Director of Administration. She received no questions from the Board, thought the report was comprehensive and was assured of the CEO's compliance with the requirements of EL-1 policy.

The report confirmed that the CEO and MPL's practices relative to MPL's General Executive Constraint are in compliance with the requirements of EL-1 policy.

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

Resolved that the internal monitoring report entitled "Executive Limitation EL-1, "Executive Constraint" be received.

Carried.

#### 5.2 Executive Limitation: EL-2a. Customer Treatment (Assigned to Mrs. Yemisi Dina)

Mrs. Dina reviewed the internal monitoring report entitled "Executive Limitation: EL-2a, Customer Treatment" prepared by Michelle Sawh, Manager, Service Delivery and received no feedback from the Board. She commended staff on complaint tracking and the Customer Service Program

## AGENDA 2.1

about which she requested further information. Staff provided an explanation of the Customer Service Review program and Mrs. Dina gave her compliments to the staff.

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

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

**Resolved that the internal monitoring report entitled "Executive Limitation EL-2a, Customer Treatment" be received.**

Carried.

### 6.0 **Ends**

None

### 7.0 **Governance**

None

### 8.0 **Ownership Linkage**

8.1 LCYS Board Meeting to be held November 27, 2013

### 9.0 **Board Advocacy**

None.

### 10.0 **Education:**

#### 10.1 Greenprint Update: Seed Library

Diane Macklin, Manager Marketing and Community Development provided an overview of the Library's „Seed Library" pilot project at Milliken Mills Library. This is part of the Library's focus on „Lean and Green" strategies in support of the City of Markham's Green Print. The „Seed Library" pilot offered 40 varieties of plants (April 2013) consisting of organic, heirloom and easy to grow varieties of seeds. The program provided seeds for borrowing that could be planted, grown for personal consumption and a subset of the plants allowed to go back to seed for return to the Library. The program has branched out to gardening workshops and will be expanding to a second location in 2014.

Councillor Shore explained that the „Green Print" policy focuses on economic, social and environmental benefits to the City and is still evolving. A number of other library projects will be initiated in the New Year to meet the Green Print criteria.

### 11.0 **Incidental Information**

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

The Chair reminded everyone that the Annual Celebration will be held November 29, 2013 at the Markham Museum, Collections Building on the second floor.

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

The Chair confirmed that the Annual Board Dinner will be held January 10, 2014 at Santorini's.

## AGENDA 2.1

### 12.0 New Business

Mrs. Nicki Lawrence commented on how much she enjoyed the Amanda Lang presentation and wondered if MPL would be having more guest speakers. Staff responded that they are definitely considering more events and hopefully with more frequent events more people would be able to attend. Discussion followed on how to introduce more speakers and other ideas.

Councillor Shore reported on "Holocaust Education Week". He noted that several survivors have written memoirs and had copies to give to the Board members. He also informed the meeting that the "Holocaust Foundation" provides these books free of charge to libraries and the CEO accepted the offer on behalf of MPL.

Mrs. Nicki Lawrence discussed purchasing books in honour of or in memory of someone. Staff explained that MPL currently has a program in place called "Honour with Books". It is a little different from what Mrs. Lawrence described; with the MPL program the library purchases the book and issues a receipt to the donor.

Mrs. Lawrence had a comment on the Book Club Kits. She said that members of the book club she belongs to are not satisfied with the latest choices. Staff explained the criteria for the initial selection for the kits was popularity and availability; however they explained that currently, the kits can be made up from any book requested.

### 13.0 Board Evaluation None for this month

### 14.0 Adjournment

Moved by Regional Councillor Joe Li that the meeting be adjourned at 8:31 p.m.