

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, October 28, 2013, 7:01 PM, Thornhill Community Branch,
7755 Bayview Ave., Thornhill

Present from Board: Mrs. Deborah Jestin, Chair
Mr. Edward McDermott, Vice-Chair
Mr. Justin Hung
Regional Councillor Joe Li
Councillor Howard Shore
Mr. Alfred Kam
Mrs. Nicki Lawrence
Mr. Sanjay Varma
Mrs. Yemisi Dina
Mrs. Marilyn Aspevig
Mr. John Webster
Deputy Mayor Jack Heath (from 5.3)

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Mr. Larry Pogue, Director, Administration
Mrs. Diane Macklin, Manager, Marketing & Community Development
Mrs. Andrea Cecchetto, Manager, Learning and Growth
Ms. Michelle Sawh, Manager, Service Delivery
Mr. Chris Sheehy, Manager, Facilities & Workplace Safety
Mindy Freed, Thornhill Community Branch
Mrs. Susan Price, Board Secretary

Regrets: Ms. Jennifer Yip
Mr. Alan Orr

1.0 Call to order/Approval of Agenda

Mrs. Deborah Jestin, Chair, called the meeting to order at 7:01 PM

Moved by Mrs. Nicki Lawrence
Seconded by Mr. Justin Hung

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. Jestin thanked everyone who attended the Special Board Meeting October 21, 2013 and the One Book, One Markham presentation by Amanda Lang in the library.

The Chair also reported the following:

That the Markham Village Library Square Public Consultation Meeting will be held Monday, November 4, 2013 7-9 PM

Lounge, Markham Village Community Centre

Today General Committee authorized the award of the construction contract for the Southeast Community Centre and Library to Bondfield Construction Company.

2.0 Consent Agenda

Moved by Mrs. Nicki Lawrence

Seconded by Mr. Edward T. McDermott

Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.4.8 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, September 16, 2013
- 2.2 Minutes of Special Meeting, October 21, 2013
- 2.3 Declaration of Due Diligence by the CEO
- 2.4 Communication and Correspondence:
 - 2.4.1 Message from Minister Michael Chan
 - 2.4.2 Letter from Stephen Abram, Executive Director, Federation of Ontario Public Libraries
 - 2.4.3 Letter of thanks from Beijing Publications Distribution Group Co. Ltd.
 - 2.4.4 Mayor Frank Scarpitti's letter of thanks to Beijing Publications Distribution Group Co. Ltd.
 - 2.4.5 Welcome letter from Ontario Library Board Association (OLBA)
 - 2.4.6 Minutes of Markham Small Business Centre Advisory Board meeting, June 4, 2013
 - 2.4.7 Economist & Sun: Craftnoon Creations
 - 2.4.8 Economist & Sun: Citizen Budget Tool

Carried.

3.0 CEO's Highlights, October 2013

Moved by Mr. Alfred Kam

Seconded by Mr. Sanjay Varma

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

Carried.

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4.0 **Annual Monthly Policy Review**

(The wording of policies is reviewed annually by a member.)

To be resumed by 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-2b Staff Treatment**

(Assigned to Councillor Howard Shore/A.Cecchetto)

Councillor Shore clarified that the report focuses on how Management treats staff. He has reviewed the report and found that everything is in order.

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

Moved by Councillor Howard Shore

Seconded by Mr. Justin Hung

Resolved that the Board receives the report entitled "Internal Monitoring Report – Executive Limitation EL-2b, Staff Treatment" be received.

Carried.

5.2 **Executive Limitation: EL-2d Financial Condition**

(Assigned to Mr. Justin Hung/L.Pogue)

Mr. Hung stated he did not receive any questions with regard to the report. He congratulated staff on improvements made.

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

Moved by Mr. Justin Hung

Seconded by Mrs. Marilyn Aspevig

Resolved that the report entitled "Internal Monitoring Report – Executive Limitation EL-2d, Financial Condition" be received.

Carried.

5.3 **Executive Limitation: EL-2j Communication and Counsel to the Board**

(Assigned to Mr. Alfred Kam/D. Walker)

Mr. Alfred Kam stated that the report deals with communications required at the board level. There were no questions for the CEO.

The report confirmed that the CEO and MPL's practices relative to MPL's Communication And Counsel to the Board is in compliance with the requirements of EL-2j policy.

Moved by Mr. Alfred Kam

Seconded by Mr. Sanjay Varma

Resolved that the Internal Monitoring Report entitled "Executive Limitation EL-2j, Communication and Counsel to the Board" be received.

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6.0 Ends

None

7.0 Governance

None.

8.0 Ownership Linkage

8.1 Literacy Council York South (LCYS) Board Meeting Attendance

The LCYS has to be rescheduled date as yet to be determined

9.0 Board Advocacy

None.

10.0 Education:

10.1 Board Education Plan 2014

The CEO explained that the proposed Training agenda was prepared by A. Cecchetto based on suggestions proposed from the September 16, 2013, Regular Board Meeting. Concern was expressed that the new Board could be in place before the training is complete. The CEO explained that although next year is an election year, the current Board will remain until a new one is appointed, which could be into 2015.

The Board recommended that the timing of 2014 education topics be revised as follows:

February	Fundraising
March	Library of the Future
May	Volunteering
June	2015-2018 Strategic Plan
October	Hospital Partnership
December	Community Engagement Strategy

Moved by Regional Councillor Joe Li

Seconded by Mr. Edward t. McDermott

Resolved that the report entitled "Board Education Report-Board Education Plan 2014" be received.

Carried.

11.0 Incidental Information

11.1 Annual Library Celebration Update

Mrs. Deborah Jestin, Chair advised that the Markham Museum has been booked for November 29, 2013. Chef Mario will be catering and the menu will be similar to last year. A contest is to be held for the best decorated Circulation Desk. There will be loot bags for each staff member and Mrs. Jestin has asked for donations from the Board for prizes.

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11.2 Annual Board Dinner Update

Mrs. Deborah Jestin, Chair will book Santorinis' for the annual Board Dinner. An e-mail will be sent, polling Members as to their preference; January 10, 2014 or January 31, 2014.

12.0 New Business

Councillor Howard Shore informed the Board that in the first quarter of 2014 the City is looking at hosting a "Smart City" forum. He thinks this will coincide with the March 2014 education item "the Library of the Future".

Councillor Shore also pointed out that the first week of November is "Holocaust Education Week" and suggested that perhaps the Library could host an event next year. Staff explained that events had been considered in the past, however it was often difficult to get speakers for the preferred times of evenings and week-ends. There will not be any session this year, however consideration will be given for 2014. Some discussion followed as to location and venue, and Councillor Shore will be kept informed.

Deputy Mayor Jack Heath discussed the issues with parking at the Cornell Library (referring to the CEO's Highlights Agenda Item 3). There have been numerous complaints for various reasons. Staff suggested that they would report back to the Board with a more comprehensive analysis of the issues. A general discussion followed as to the need for better signage and stop signs to ensure public safety. The CEO stated that she would pass on the Board's suggestions to the Municipality. There was clarification that the parking revenues go to the City not to the Hospital.

Mr. Sanjay Varma suggested that local residents be provided space in the Library to showcase their talent. The CEO responded that this has been done in the past. Staff are working on a culture Plan and this suggestion will be forwarded to the committee.

13.0 Board Evaluation:

13.1 Questionnaire Results: Conduct of the Board

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

Resolved that the report entitled "Questionnaire Results: Conduct of the Board" be received.

Carried.

Mr. Edward McDermott suggested removing question #8 about Recruiting New Board Members as it is no longer a responsibility of the Board. It was agreed to remove it.

14.0 In Camera Agenda

None

15.0 Adjournment

Moved by Mr. John Webster that the meeting be adjourned at 7:48 PM