

## MARKHAM PUBLIC LIBRARY BOARD

### Regular Meeting

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

Present from Board: Mrs. Deborah Jestin, Chair  
Mr. Edward McDermott, Vice-Chair  
Mrs. Marilyn Aspevig  
Mr. John Webster  
Mr. Alan Orr  
Mrs. Nicki Lawrence  
Mr. Sanjay Varma  
Ms. Jennifer Yip  
Councillor Howard Shore  
Mrs. Yemisi Dina

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer  
Mr. Larry Pogue, Director, Administration  
Ms. Deborah Walker, Director, Strategy & Innovation  
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  
Ms. Angela Tse, Manager, Angus Glen Library  
Mr. Patrick Pan, Manager, Unionville Library  
Mr. Fred Whitmarsh, Manager, Cornell Library  
Mr. Shaun McDonough, Research Analyst  
Mrs. Judy Kee, Acting Board Secretary  
Mrs. Susan Price, Board Secretary

Regrets: Deputy Mayor Jack Heath  
Mr. Justin Hung  
Mr. Alfred Kam  
Regional Councillor Joe Li

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

Mrs. Deborah Jestin, Chair, called the meeting to order at 7:04 p.m. and welcomed everyone back after the summer break.

Councillor Howard Shore advised the Board of the recent death of an off-duty Markham Fire fighter, Mr. Dominic Parker, aged 43, who was fatally stabbed in Toronto last week-end. Another Markham Firefighter, Platoon Chief Chris Rouble, also recently passed away due to health reasons.

Moved by Ms. Jennifer Yip  
Seconded by Mr. John Webster

**Resolved that the agenda be approved.**

Carried.

#### 1.1 **Declaration of conflict of interest**

None.

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### 1.2 Delegation

None.

### 1.3 Chair's Remarks

Mrs. Deborah Jestin, Chair, reported the following:

- She introduced Mrs. Judy Kee, Acting Board Secretary for this evening, and welcomed Mrs. Susan Price, newly appointed Board Secretary. She expressed the gratitude of the Board to Mrs. Sony Torre, former Board Secretary, and noted that Mrs. Torre has accepted a position with the City of Coquitlam in British Columbia.
- Members were advised that the next Board Meeting will be held at 7 p.m. on Monday, October 28<sup>th</sup> at the Cornell Branch. One hour prior to the meeting, at 6 p.m., the Library Board/Hospital Partnership Celebration will be held, along with a photograph session.
- The Chair and CEO advised the Board that MPL may be hosting the launch of Ontario Public Library Week with the The Honourable Michael Chan, Minister of Tourism, Culture and Sport, in attendance at the Cornell Branch the afternoon of Monday, October 21<sup>st</sup>. The program would include speeches from the Minister and staff representatives with an invited audience.

### 2.0 Consent Agenda

Moved by Mr. Alan Orr

Seconded by Mrs. Marilyn Aspevig

**Resolved that the Consent Agenda comprising Agenda items 2.0 to 2.3.6 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, June 25, 2013**

**2.2 Declaration of Due Diligence by the CEO**

**2.3 Communication and Correspondence:**

**2.3.1 Message from Minister Michael Chan**

**2.3.2 Letter from Stephen Abram, Executive Director, Federation of Ontario Public Libraries**

**2.3.3 Letter of thanks from Beijing Publications Distribution Group Co. Ltd.**

**2.3.4 Mayor Frank Scarpitti's letter of thanks to Beijing Publications Distribution Group Co. Ltd.**

**2.3.5 Welcome letter from Ontario Library Board Association (OLBA)**

**2.3.6 Minutes of Markham Small Business Centre Advisory Board meeting, June 4, 2013**

Carried.

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

Moved by Mr. John Webster  
Seconded by Mr. Sanjay Varma

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

Carried.

Mr. John Webster noted the encouraging statistics relating to the importance of libraries to youth as documented in the Pew Report "Younger Americans' Library Habits and Expectations" The CEO reported that staff will be incorporating the findings into their service planning and communication strategies.

In response to a query from Mrs. Marilyn Aspevig regarding the new parking system at the Cornell Branch, the CEO explained the current process and advised that no complaints have been received to date. It was noted that the two (2) validation machines are currently located at the Borrower's Service Desk within the Branch, however, it was suggested that staff may wish to review alternative locations.

In response to a query from Councillor Howard Shore with respect to the incident which took place at the Thornhill Community Centre Library on September 11<sup>th</sup>, the CEO advised that there was no further information to provide at this time.

### 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-2c Budgeting/Forecasting** **(Assigned to Mr. E. McDermott/L. Pogue)**

There was some discussion regarding the Budget process in light of recent instructions received from the City of Markham.

Some concern was expressed regarding the current reporting structure between the Library and the City. The CEO will follow up on this matter.

Moved by Councillor Howard Shore  
Seconded by Mr. John Webster

**Resolved that the Board receives the report entitled "Internal Monitoring Report – Executive Limitation EL-2c, Budgeting/Forecasting";**

**And that the Board approves the Markham Public Library's 2014 Draft Capital Budget submissions as outlined in this Report;**

**And that the Board authorizes the CEO to prepare a 2014 Operating Budget submission for Board approval in October 2013 as per section 24 of the *Public Libraries Act*;**

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

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Carried.

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

### 5.2 **EL-2c and EL-2d Policy Binder Updates**

Members received updates of the following items for their Policy Binders:

Executive Limitation EL-2c  
Executive Limitation EL-2d  
Policy and By-laws Table of Contents

### 6.0 **Ends**

#### 6.1 **Quarterly Ends Report**

(Combined with 10.2 Strategic Plan Update by D. Walker)

Staff was commended on a very impressive report.

Moved by Mrs. Nicki Lawrence  
Seconded by Mr. Sanjay Varma

**Resolved that the Quarterly Ends Report be received.**

Carried.

### 7.0 **Governance**

None.

### 8.0 **Ownership Linkage**

#### 8.1 **Literacy Council York South (LCYS) Board Meeting Attendance – September 25, 2013**

The Board was advised that Ms Cheryl Marcus, Community Librarian at Thornhill Community Branch, will attend the LCYS Board Meeting on behalf of the MPL Board on September 25, 2013.

### 9.0 **Board Advocacy**

None.

### 10.0 **Education:**

#### 10.1 **Board Statistical Report**

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

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

Carried.

### 10.2 **Strategic Plan Update (Presentation)**

The CEO, Larry Pogue, Director, Administration, Deborah Walker, Director, Strategy & Innovation, Diane Macklin, Manager, Marketing & Community Development, and Andrea Cecchetto, Manager, Learning and Growth gave a high-level overview of MPL's strategic

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progress and achievements pursuant to the 2013 work plan. In addition, highlights from the 6.1 Quarterly Ends Report were provided.

The update included:

- Customer Service Delivery
- Staff Expertise and Satisfaction
- Self Service
- Virtual Branch Service Option
- Improving the Library Experience
- Milliken Mills Branch proposals
- Lean Service Delivery
- Strategic Partnerships
- One Book, One Markham, and
- Advancing Civic Engagement

Moved by Mrs. Yemisi Dina

Seconded by Mrs. Nicki Lawrence

**Resolved that the report entitled “Strategic Plan Update” and staff presentation be received.**

Carried.

### 10.3 **Board Education Plan for 2014**

The Chair distributed paper to Members and asked them to make suggestions for future education topics and ideas for consideration and discussion in 2014. The information was gathered and Members were advised that Staff will organize the topics into an education plan for the coming year. Any further suggestions were to be emailed to the Chair who would forward them to staff.

Moved by Mrs. Marilyn Aspevig

Seconded by Mr. Sanjay Varma

**Resolved that the Board members identify outreach initiatives and education topics for 2014 to comply with Governance Process GP-2f Policy.**

Carried.

### 11.0 **Incidental Information**

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

Moved by Mr. Edward McDermott

Seconded by Mr. Alan Orr

**Resolved that the Board approve up to \$4,500 to cover the cost of the Annual Library Celebration for the Library staff and Board.**

Carried.

Ms. Jennifer Yip, Mrs. Marilyn Aspevig, Mrs. Yemisi Dina volunteered to serve on the Board Committee that will organize the Annual Library Celebration, together with Mrs. Deborah Jestin, Chair. The celebration will be held on Friday, November 29<sup>th</sup>, 2013 and the Board Committee will determine the venue.

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### 11.2 **Annual Board Dinner**

Moved by Mr. Sanjay Varma  
Seconded by Mr. John Webster

**Resolved that the Board approve up to \$1,500.00 to cover the cost of the Annual Board Dinner.**

Carried.

Ms. Jennifer Yip and Mrs. Deborah Jestin, Chair, agreed to organize this year's Annual Board Dinner to be held early in the New Year.

### 12.0 **New Business**

### 13.0 **Board Evaluation:**

#### 13.1 **Simplified Questionnaire: Conduct of the Board**

The Chair asked the Board to complete the simplified questionnaire entitled: "Conduct of the Board" and to submit it to the Board Secretary at the end of the meeting.

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

**Resolved that the report entitled "Simplified Board Evaluation Questionnaires" be received.**

Carried.

### 14.0 **In Camera Agenda**

None

### 15.0 **Adjournment**

Moved by Mr. John Webster that the meeting be adjourned at 8:59 p.m.