

MARKHAM PUBLIC LIBRARY BOARD

Special Meeting

**Minutes of meeting held on Monday, October 21, 2013 7:32 PM , Markham Village Library
ADMIN BOARDROOM Basement 6031 Highway 7, Markham**

Present from Board: Mrs. Deborah Jestin, Chair
Mr. Edward T McDermott, Vice Chair
Mr. Justin Hung
Ms. Jennifer Yip
Regional Councillor Joe Li
Councillor Howard Shore
Mrs. Marilyn Aspevig
Mr. Alfred Kam
Mrs. Nicki Lawrence
Mr. Sanjay Varma
Mrs. Yemisi Dina
Deputy Mayor Jack Heath (Agenda 2.0)

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Mr. Larry Pogue, Director, Administration
Mrs. Susan Price, Board Secretary

Regrets: Mr. John Webster
Mr. Alan Orr

1.0 Call to Order/Approval of Agenda

Mrs. Deborah Jestin, called the meeting to order at 7:32 p.m.

Moved by Regional Councillor Joe Li
Seconded by Mrs. Nicki Lawrence

Resolved that the agenda be approved.

Carried.

2.0 Business Arising from EI-2c Budgeting/Forecast

The Board Chair asked the CEO if she wished to speak to the 2014 Library Operating Budget Request Report.

The CEO explained the background to the request for additional page hours at Thornhill Community Centre Library. She talked about the physically demanding nature of the page role within the organizational structure.

Pages complete all the manual processes which the automated book return and self checkout machines cannot do, including: sorting and organizing returned material onto book carts, shelving returned material, processing customer holds, setting up rooms for programs, maintaining the tidiness of the branch by picking up material left on tables, checking shelf order to ensure that materials are in the right place, tidying display walls, picking up, reorganizing and cleaning children's toys and furniture and moving carts and courier boxes which can weigh up to 50 pounds. They are primarily high school and university students as well as new immigrants looking for work experience. In 2012, the library had asked for increased page hours for all branches. At that time, City and library staff agreed that requests for additional hours would be spread over a number of years, branch by branch based on library priorities.

The CEO also talked about the need for a management position for the new Southeast Library one year in advance of the opening of the Branch, the timing of which will depend on the construction timetable. It will probably be towards the end of the year in 2014.

Councillor Shore questioned the Operating Budget Process at the City which had Council reviewing the Library's additional Operating Budget requests on Friday, October 18, prior to the special meeting of the Board to approve the Library's Operating Budget.

The CEO stated that she was asked to attend the Friday meeting to provide responses to Council questions about the Library's Operating Budget requests including, additional part-time page hours for Thornhill Library and a new manager for the Southeast Library. The Library's Operating Budget has not actually been approved by the Budget Subcommittee of Council.

The CEO explained that this year the budget database was not made available for staff input until the middle of September, following the September Board meeting which occurred on September 16th.

Councillor Shore questioned the timing of the City's Budget process, stating that it should begin much earlier. The Library Board should have time to approve the Library's Operating and Capital budgets prior to them going to the City, possibly in June. The issue is not MPL's process, but the City's schedule. There was discussion regarding how the Library Board could address this issue with the City.

The CEO indicated that she is currently meeting with the Commissioner of Community Services to prepare a report that will outline the role of the Library Board vis-à-vis the relationship with the City and Council and any touch points that require clarification of each party's role

The CEO also asked if the Board would like a letter prepared to indicate the need for improvement in the Budget process such that the Board had the time to review and approve the Library's budget prior to submitting it to City staff and Council.

Councillor Shore recommended that perhaps a delegation from the MPL Board should present the Board's budget priorities to Council at an early stage in the budget process or possibly at one of the Budget Public Meetings prior to Council approval.

Deputy Mayor Jack Heath stated that Library hours for MPL branches located in Community Centres are not as extensive as the opening hours of the Community Centre. This needs to be addressed over several years such that the hours are better aligned to meet community expectations. On City of Markham surveys completed every 4 years, the Library is rated very highly by citizens, coming second in terms of importance after fire. The Deputy Mayor suggested increasing open hours on Saturday and Sunday and perhaps closing one day during the week

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

Resolved that the Board receives the report entitled "2014 Library Operating Budget Request Report";

And that per this Report, the Board endorses and approves the Library's 2014 Operating Budget Request consisting of Library Income of \$ 1,038,630 and Operating Expenditures of \$ 11,689,852;

And that these figures be subject to adjustment if and as required, based on pending circumstances and/or information that may be provided later by the City of Markham;

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

Carried.

Further discussion. Deputy Mayor Jack Heath stated that the Board should determine the hours that it wants to work toward and should make its case to the City. This should be the target over a 2-3 year period. He would like Council to come to an agreement that this is a good idea and that we will find a way to get there. It is important that the Board keeps moving ahead toward achieving this expansion of service hours for the benefit of residents.

2.1 Adjournment

Moved by Mr. Edward T. McDermott that the meeting be adjourned at 8:17PM