

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, May 27, 2013, 7:00 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
Regional Councillor Joe Li
Mr. Alfred Kam
Ms. Jennifer Yip
Mr. Justin Hung
Mrs. Nicki Lawrence
Mr. John Webster
Mrs. Marilyn Aspevig
Mrs. Yemisi Dina
Mr. Sanjay Varma
Councillor Howard Shore

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
Ms. Michelle Sawh, Manager, Service Delivery
Ms. Angela Tse, Manager, Angus Glen Library
Ms. Verna Gilchrist, Manager, Technical Services & C3 Support
Mr. Fred Whitmarsh, Manager, Cornell Library
Mr. Chris Sheehy, Manager, Facilities & Workplace Safety
Mr. Patrick Pan, Manager, Unionville Library
Ms. Anthea Baillie, Branch Librarian, Markham Village Library
Mrs. Sony Torre, Board Secretary

Regrets: Deputy Mayor Jack Heath

Guests (Agenda 8.2) Mr. Duff Balmer, Design Principal, Perkins+Will Canada Inc.
Mr. Henry Tse, Senior Project Manager, City of Markham

1.0 Call to order/Approval of Agenda

Mrs. Deborah Jestin, Chair, called the meeting to order at 7:00 p.m.

Moved by Mr. Alan Orr
Seconded by Mr. John Webster

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, reported the following:

- On May 8, 2013, the Chair, some Board members and staff joined Markham Council at the unveiling of the sign at the site of the Southeast Community Centre and Library.
- The Board was reminded to save the weekend of June 8 for the Beijing Book and Cultural Festival to be held at the Milliken Mills Community Centre.
- At the May Board meeting, the Board agreed to change the date of the June Board meeting to June 25.
- The Chair attended the launch of Mr. David Tsubouchi's book entitled "Gambatte: Generations of Perseverance and Politics" at the Markham Museum.
- She attended a staff retirement party at Cornell Library in honour of Christine Fortin.
- She informed the Board that agenda item 8.2 will be moved forward in the agenda to receive the architect's presentation. She welcomed Mr. Duff Balmer, Design Principal at Perkins+Will and Mr. Henry Tse, Senior Project Manager from the City of Markham.

8.2 Southeast Community Centre and Library – Architect's Presentation

On behalf of Perkins+Will Canada Inc., Mr. Duff Balmer, Design Principal, presented the design and construction drawings for the Southeast Library. He responded to the Board's questions regarding (a) outdoor use; (b) design similarity to the Pan Am facility; (c) costs; and (d) design to be welcoming to the multicultural community.

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

Resolved that the report entitled "Southeast Community Centre and Library – Architect's Presentation" be received.

Carried.

2.0 Consent Agenda

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

Resolved that the Consent Agenda comprising 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, April 29, 2013**
- 2.2 **Declaration of Due Diligence by the CEO**
- 2.3 **Communication and Correspondence:**
 - 2.3.1 **Retirement notice from Mrs. Sony Torre, Board Secretary**
 - 2.3.2 **Markham Review: "Seed Library up and growing"**
 - 2.3.3 **Snap Markham: "E-Reader Fest"**

Carried.

AGENDA 2.1

3.0 CEO's Highlights, May 2013

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

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

Carried.

4.0 Annual Monthly Policy Review

(The wording of policies is reviewed annually by a member.)
To be resumed by September 2013 or as the need arises.

4.1 Proposed Revision to BCL-2e CEO Performance Review Policy

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

Resolved that the change in the wording of BCL-2e CEO Performance Review Policy under Section 7 be approved with the addition of the sentence ... "The Chair's files pertaining to the CEO's performance review are stored in a locked file cabinet in the Board Secretary's office."

Carried.

5.0 Internal Monitoring Reports:

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

5.1 Executive Limitation: EL-2d, Financial Condition (Assigned to Mr. Justin Hung)

Mr. Justin Hung reviewed the internal monitoring report entitled "Executive Limitation: EL-2d, Financial Condition" prepared by Larry Pogue, Director of Administration. He led the discussion and informed the Board that he was satisfied with Mr. Pogue's explanation that favourable variances were due to allocation and timing issues. He did not receive questions and concerns from other Board members.

The report confirmed that the CEO and MPL's practices regarding MPL's financial condition were in compliance with the requirements of EL-2d policy.

Moved by Mr. Justin Hung
Seconded by Mr. Edward T McDermott

Resolved that the internal monitoring report entitled "Executive Limitation EL-2d, Financial Condition" be received.

Carried.

6.0 Ends

None.

7.0 Governance

None.

AGENDA 2.1

8.0 Ownership Linkage

8.1 Literacy Council York South (LCYS) Board Meeting Attendance

Mrs. Nicki Lawrence gave a verbal report on the LCYS Board meeting that she attended on April 30, 2013 and led the discussion on LCYS Board meeting attendance.

Moved by Mrs. Nicki Lawrence
Seconded by Mr. Edward T McDermott

Resolved that the report entitled "Literacy Council York South Board meeting attendance" be received;

And further to the Board motion approved on October 24, 2011 stating "that the Board nominates a member to act as liaison between Markham Public Library and the Literacy Council York South", that the Board authorize library staff to attend the regular Board meetings of the LCYS except the Annual General Meeting to be attended by a Board member.

Carried.

9.0 Board Advocacy

None.

10.0 Education:

10.1 Review of the Integrated Leisure Master Plan and Future Library Planning

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

Resolved that the report entitled "Review of the Integrated Leisure Master Plan (ILMP) and Future Library Planning" be received.

Carried.

The Board thanked Ms. Deborah Walker, Director of Library Strategy for her presentation on the Integrated Leisure Master Plan. The ILMP serves as the framework for planning future library services and facilities along with future parks, recreation, and culture facilities. It provides the municipality with a clear roadmap to guide future decision-making on the size, location, and timing of future library branches.

Councillor Howard Shore suggested that the Board should consider the opportunity to respond to residential intensification through a satellite library versus a full size library. The sub-committee of the Development Services Committee will refer the feasibility of a satellite library to the CEO for comment.

11.0 Incidental Information

None.

12.0 New Business

None.

AGENDA 2.1

13.0 **Board Evaluation:**

13.1 **Questionnaire Results: Performance of Individual Board Members**

The Chair asked the members to complete the questionnaire entitled "Performance of individual Board members" and to submit it to the Board Secretary at the end of the meeting.

14.0 **In Camera Agenda (to discuss a confidential personnel matter)**

Moved by Mr. John Webster
Seconded by Mr. Edward T McDermott

Resolved that the Board meet in camera at 8:35 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 8:50 p.m.

Moved by Mr. John Webster
Seconded by Mr. Alfred Kam

Resolved that the motions approved in camera be ratified.

Carried.

15.0 **Adjournment**

Moved by Mrs. Yemisi Dina that the meeting be adjourned at 8:51 p.m.