

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, April 29, 2013, 7:05 p.m., Markham Village Library,
6031 Highway 7, Markham

Present from Board: Mrs. Deborah Jestin, Chair
Mr. Edward T McDermott, Vice-Chair
Ms. Jennifer Yip
Mrs. Marilyn Aspevig
Mrs. Nicki Lawrence
Mr. John Webster (up to 1.3)
Deputy Mayor Jack Heath
Mr. Alfred Kam
Mr. Sanjay Varma
Councillor Howard Shore
Regional Councillor Joe Li
Mrs. Yemisi Dina

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Mr. Moe Hosseini-ara, Director, Service Excellence
Mr. Larry Pogue, Director, Administration
Ms. Deborah Walker, Director, Strategy & Innovation
Mrs. Diane Macklin, Manager, Marketing & Community Development
Ms. Andrea Cecchetto, Manager, Learning & Growth
Ms. Michelle Sawh, Manager, Service Delivery
Ms. Pam Saliba, Branch Manager, Milliken Mills Library
Ms. Mindy Freed, Branch Manager, Thornhill Libraries
Ms. Angela Tse, Branch Manager, Angus Glen Library
Ms. Leah Rucchetto, Acting Branch Librarian, Thornhill Community Centre Library
Mrs. Sony Torre, Board Secretary

Regrets: Mr. Alan Orr
Mr. Justin Hung
Mr. John Webster (from 2.0)

1.0 Call to order/Approval of Agenda

Mrs. Deborah Jestin, Chair, called the meeting to order at 7:05 p.m.

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

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. Deborah Jestin, Chair, reported that:

- The Library Board is invited to attend the sign unveiling event at the site of the Southeast Community Centre and Library on May 8, 2013, 1:00-2:30 p.m.
- Staff is working with Beijing Xinhua Book Distribution Group (BXBDG), China's largest distribution center for the collection of Chinese language publications, to offer a Book and Cultural Festival at the Milliken Mills Community Centre on June 8 and 9, 2013. MPL will host the event that includes the sale of books to the general public and neighbouring libraries, arts and cultural activities such as Tai Chi, painting workshops, and food and cooking demonstrations. Included in the contingent from BXBDG are publishers and city officials from Beijing. BXBDG will also host a dinner for MPL and GTA libraries, the Library Board, and City officials.
- Plans are still in process for the Board's gathering and photo opportunity among current and past Board members whose names appear on the Cornell plaque. The purpose is to express MPL's appreciation to the Board, Markham Stouffville Hospital, and Markham Group of Artists. The reception will be held before the Board meeting most likely in June.
- There will be an in camera meeting later tonight to discuss a confidential personnel matter.
- At the request of Mrs. Jestin, the Board agreed to change the June Board meeting date to Tuesday, June 25 to accommodate those members with graduations to attend on June 24.

2.0 Consent Agenda

Moved by Mrs. Marilyn Aspevig
Seconded by Ms. Jennifer Yip

Resolved that the Consent Agenda comprising of Agenda 2.0 to 2.3.1 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, March 28, 2013**
- 2.2 **Declaration of Due Diligence by the CEO**
- 2.3 **Communication and Correspondence:**
 - 2.3.1 **Message of thanks to volunteers, 2012**
 - 2.3.2 **Quill & Quire: "Dewey Decimated"**

Carried.

3.0 CEO's Highlights, April 2013

Moved by Mr. Alfred Kam
Seconded by Mrs. Nicki Lawrence

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

Carried.

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Deputy Mayor Heath suggested that the Library Board have more involvement in planning the Markham Village Library Square and Reeve Park at the southeast corner of Highways 7 and 48. The CEO confirmed that she and Deborah Walker, Director of Strategy and Innovation, will attend the meeting of the Library Square Working Group and ensure the Board's involvement with the plans. The CEO will report back to the Board at the next meeting.

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.

5.0 **Internal Monitoring Reports:**

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

5.1 **Executive Limitation: EL-2e, Asset Protection** **(Assigned to Mrs. Nicki Lawrence)**

Mrs. Nicki Lawrence reviewed the internal monitoring report entitled "Executive Limitation: EL-2e, Asset Protection" prepared by Larry Pogue, Director of Administration. She led the discussion and suggested that life cycle asset plan repairs for libraries located within community centres be included in future reports. She was satisfied with the report and she did not receive questions and concerns from other Board members.

The report confirmed that the CEO and MPL's practices regarding MPL's asset protection were in compliance with the requirements of EL-2e policy.

Moved by Mrs. Nicki Lawrence
Seconded by Deputy Mayor Jack Heath

Resolved that the internal monitoring report entitled "Executive Limitation EL-2e, Asset Protection" be received.

Carried.

6.0 **Ends**

6.1 **Quarterly Ends Update**

Moved by Mrs. Marilyn Aspevig
Seconded by Mr. Alfred Kam

Resolved that the Quarterly Ends Report be received.

Carried.

7.0 **Governance:**

7.1 **Revised MPL Board By-laws for Binder Update**

The Board received the revised MPL Board By-laws with revision date of January 2013 to update the by-laws section of the Policy Governance binder.

8.0 **Ownership Linkage**

None.

9.0 **Board Advocacy**

None.

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10.0 Education:

10.1 Board Statistical Report

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

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

Carried.

The Board discussed the following topics:

- In response to Deputy Mayor Heath's inquiry regarding Cornell Library, the CEO and Director of Service Excellence confirmed that the statistical report includes activities in Cornell Library and Cornell's impact on the usage of the libraries in Markham Village and Angus Glen. Overall, MPL's statistics are up.
- The CEO informed the Board that the pilot study hall at Markham Village Library three hours after closing the library is popular among university students. The utilization of space remains high. This service will be considered for next year's budget.
- In response to Mrs. Aspevig's inquiry on program attendance, the Manager of Marketing and Community Development explained that the slight decrease in the number of programs offered in the first quarter of 2013 was due to the library's review and redevelopment of its core free programming. The training of new staff also had an impact on programming.
- In response to Mrs. Aspevig's inquiry on the medical resources in Cornell Library, the CEO confirmed that some resources are available for public use in the library, while some resources are reserved for use of the medical staff.

10.2 The Learning Place

Diane Macklin, Manager of Marketing and Community Development, made a presentation entitled "The Learning Place: Introduction to Programming at MPL." Her presentation covered several topics such as the learning place model that started in 2009, the roles of a centralized program coordinator and community librarians, and the next steps to evaluate the programs and needs of the community. The Chair thanked her for the presentation and the fantastic streamlining of programs at MPL.

Moved by Ms. Jennifer Yip
Seconded by Councillor Howard Shore

Resolved that the presentation entitled "The Learning Place: Introduction to Programming at MPL" be received.

Carried

10.3 Marketing Plan

Diane Macklin, Manager of Marketing and Community Development, made a presentation entitled "Marketing Plan." Her presentation covered several topics such as the marketing plan overview, objectives of internal and external communication plans, media relations, and social media strategy. The Chair thanked her for a great presentation.

Moved by Regional Councillor Joe Li
Seconded by Mr. Sanjay Varna

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Resolved that the report and presentation entitled "Marketing Plan" be received.

Carried.

11.0 Incidental Information

None.

12.0 New Business

None.

13.0 Board Evaluation:

13.1 Questionnaire Results: Feedback to the Chair

Moved by Ms. Jennifer Yip

Seconded by Mrs. Nicki Lawrence

Resolved that the report entitled "Questionnaire Results: Feedback to the Chair" be received.

Carried.

The Chair expressed to the Board that she would be happy to discuss the questionnaire results providing feedback to the Chair. She encouraged all members to discuss any further comments or concerns with her.

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

Moved by Mr. Edward T McDermott

Seconded by Mr. Alfred Kam

Resolved that the Board meet in camera at 8:20 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 8:48 p.m.

Moved by Mrs. Marilyn Aspevig

Seconded by Ms. Jennifer Yip

Resolved that the motions approved in camera be ratified.

Carried.

15.0 Adjournment

Moved by Mrs. Nicki Lawrence that the meeting be adjourned at 8:50 p.m.

