

## AGENDA 2.1

### MARKHAM PUBLIC LIBRARY BOARD

#### Regular Meeting

Minutes of meeting held on Thursday, March 28, 2013, 7:06 p.m., Markham Village Library, 6031 Highway 7, Markham

Present from Board: Mrs. Deborah Jestin, Chair  
Mr. Edward T McDermott, Vice-Chair  
Mrs. Marilyn Aspevig  
Mrs. Nicki Lawrence  
Ms. Jennifer Yip  
Mr. Justin Hung  
Mr. John Webster  
Mrs. Yemisi Dina  
Regional Councillor Joe Li  
Mr. Sanjay Varma  
Councillor Howard Shore (from 3.0)  
Deputy Mayor Jack Heath (from 5.2)

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer  
Mr. Larry Pogue, Director, Administration  
Ms. Deborah Walker, Director, Strategy & Innovation  
Ms. Pam Saliba, Branch Manager, Milliken Mills Library  
Mr. Patrick Pan, Branch Manager, Unionville Library  
Ms. Megan Garza, Acting Branch Manager, Markham Village Library  
Mrs. Sony Torre, Board Secretary

Regrets: Mr. Alan Orr  
Mr. Alfred Kam

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

Mrs. Deborah Jestin, Chair, called the meeting to order at 7:06 p.m.

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

**RESOLVED THAT:** the agenda be approved.

Carried.

#### 1.1 Declaration of conflict of interest

None.

#### 1.2 Delegation

None.

#### 1.3 Chair's Remarks

- Mrs. Deborah Jestin, Chair, congratulated Catherine Biss, CEO, and her staff, for the successful reception to welcome the participants of the "Public Library Fellows Program" at Cornell Library on January 29, 2013. She thanked the Board members who attended the reception.

## **AGENDA 2.1**

- She thanked the Board and staff for attending the annual Board's dinner on February 1 at The School Fine Dining.
- The Chair congratulated the Board and staff on the successful grand opening of Cornell Library on February 9.
- The Board will be planning a 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 and a few community organizations involved with the development of Cornell Library. The reception will be held before a Board meeting in the spring.

### **2.0 Consent Agenda**

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

**RESOLVED THAT:** the Consent Agenda comprising of Agenda 2.0 to 2.6.3 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 Annual General Meeting, January 28, 2013
- 2.2 Minutes of Regular Meeting, January 28, 2013
- 2.3 Minutes of Regular Meeting, February 25, 2013
- 2.4 Declaration of Due Diligence by the CEO dated February 25, 2013
- 2.5 Declaration of Due Diligence by the CEO dated March 20, 2013
- 2.6 Communication and Correspondence:
  - 2.6.1 Letter of thanks from Wendy Newman, Senior Fellow, Faculty of Information, University of Toronto, to Catherine Biss, CEO, and staff, for leadership and support of Public Library Leadership Fellows Program
  - 2.6.2 yorkregion.com: "Family, leisure focus at new Markham community centre"
  - 2.6.3 Card of thanks from Yolanda Chan, retired Markham Village Library Branch Manager

Carried.

### **3.0 CEO's Highlights, February and March, 2013**

Moved by: Ms. Jennifer Yip  
Seconded by: Mr. Sanjay Varma

**RESOLVED THAT:** the report entitled "CEO's Highlights, February and March 2013" be received.

Carried.

The CEO introduced Pam Saliba, new Branch Manager at Milliken Mills Library, and Megan Garza, Acting Branch Manager, Markham Village Library.

## AGENDA 2.1

### 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-2d, Financial Condition** **(Assigned to Mr. Sanjay Varma)**

Mr. Sanjay Varma reviewed the internal monitoring report entitled "Executive Limitation: EL-2d, Financial Condition" prepared by Larry Pogue, Director, Administration. He led the discussion and found that the major variances were adequately explained. He did not receive questions and concerns from other Board members.

In response to Mr. Varma's question, it was clarified that a breakdown of salaries under personnel is reported under another Executive Limitation report.

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. Sanjay Varma  
Seconded by: Mrs. Marilyn Aspevig

**RESOLVED THAT: the report entitled "Internal Monitoring Report - Executive Limitation EL-2d, Financial Condition" be received.**

Carried.

### 5.2 **Executive Limitation: EL-2j, Communication and Counsel to the Board (September 2012 to January 2013)** **(Assigned to Mrs. Marilyn Aspevig)**

Mrs. Marilyn Aspevig reviewed the internal monitoring report entitled "Executive Limitation: EL-2j, Communication and Counsel to the Board (September 2012 to January 2013)" prepared by Deborah Walker, Director, Strategy and Innovation. She led the discussion and found the report satisfactory and comprehensive. She did not receive questions from other Board members.

In response to Mrs. Aspevig's question, it was confirmed that the word "decision" in section 4 is accurate. The sentence reads as *"The CEO shall not allow the Board to be without decision information required periodically by the Board or let the Board be unaware of relevant trends."*

The report confirmed that the CEO and MPL's practices regarding communication and counsel to the Board were in compliance with the requirements of EL-2j policy.

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

**RESOLVED THAT: the internal monitoring report entitled "Executive Limitation: EL-2j, Communication and Counsel to the Board (September 2013 to January 2013)" be received.**

Carried.

### 5.3 **Executive Limitation: EL-2g, Emergency Executive Succession** **(Assigned to Mr. Alan Orr)**

Due to Mr. Alan Orr's absence at the meeting, Mr. Edward McDermott led the discussion on Executive Limitation, EL-2g, Emergency Executive Succession. He was satisfied with the report

## AGENDA 2.1

prepared by Andrea Cecchetto, Manager of Learning and Growth which confirms that the CEO has made provisions for emergency succession.

In response to Councillor Shore's question on what constitutes an emergency, it was clarified that the emergency situation refers to the sudden loss of CEO services.

The report confirmed that the CEO and MPL's practices regarding emergency executive succession were in compliance with the requirements of EL-2g policy.

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

**RESOLVED THAT: the internal monitoring report entitled "Executive Limitation: EL-2g, Emergency Executive Succession" be received.**

Carried.

### 5.4 **Executive Limitation: EL-2c, Budgeting/Forecasting** **(Assigned to Mr. Alfred Kam)**

Due to Mr. Alfred Kam's absence at the meeting, Mr. Justin Hung led the discussion on Executive Limitation, EL-2c, Budgeting/Forecasting. He was satisfied with the report prepared by Larry Pogue, Director of Administration. There were no questions or concerns from other Board members.

The report confirmed that the CEO and MPL's practices regarding budgeting and forecasting were in compliance with the requirements of EL-2c policy.

Moved by: Mr. Justin Hung  
Seconded by: Mr. Sanjay Varma

**RESOLVED THAT: the internal monitoring report entitled "Executive Limitation: EL-2c, Budgeting/Forecasting" be received.**

Carried.

### 6.0 **Ends**

None.

### 7.0 **Governance:**

#### 7.1 **Revised MPL Board By-laws**

Moved by: Councillor Howard Shore  
Seconded by: Mr. Edward T McDermott

**RESOLVED THAT: the proposed revisions to the MPL Board By-laws with revision date of January 2013 be approved.**

Carried.

#### 7.2 **Policy Governance Binder Update: Table of Contents and BCL-2e CEO Performance Review Policy for binder insertion**

The Board received the revised Table of Contents with latest revision date of January 28, 2013 and the BCL-2e CEO Performance Review Policy for insertion in the Policy Governance binder.

## AGENDA 2.1

### 7.3 2013 Library Capital Budget Report

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

**RESOLVED THAT:** the Board adopts the amended 2013 Capital Budget of \$2,467,000 (exclusive of \$62,200,000 for Recreation and Library Construction) for the Library's portion of the City of Markham's 2013 Capital Budget;

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

Carried.

In response to Deputy Mayor Heath's inquiry, the typing error in the background section of the report will be corrected. The correct figure is \$2,467,000 consistent with the amended 2013 Capital Budget.

### 7.4 2013 Library Operating Budget Report

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

**RESOLVED THAT:** the Board approves the 2013 City of Markham Grant in the amount of \$10,468,522;

**And that the Board approves the amended 2013 Library Operating Budget consisting of Library Income in the amount of \$1,038,630 and Operating Expenditures in the amount of \$11,507,152;**

**And that the figures stated above be subject to adjustment if and as required, based on information that may be provided by the City of Markham throughout the remainder of the year;**

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

Carried.

### 7.5 Board Meeting Attendance

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

**RESOLVED THAT:** Regional Councillor Joe Li's absence from the Board meetings held on December 17, 2012, January 28, 2013, and February 25, 2013 due to conflicting Council meetings and related travel be authorized.

Carried.

### 8.0 Ownership Linkage

#### 8.1 Literacy Council York South (LCYS) Board meeting on January 29, 2013

Moved by: Mrs. Marilyn Aspevig  
Seconded by: Mrs. Yemisi Dina

**RESOLVED THAT:** Mrs. Nicki Lawrence's report on her attendance at the Literacy Council York South's Board meeting held on January 29, 2013 be received.

## AGENDA 2.1

Carried.

At the LCYS meeting, their Board discussed their federal government funding, privacy policy, and updating their database.

LCYS cancelled its meeting scheduled for March 26, 2013 which Mrs. Marilyn Aspevig had volunteered to attend. Mrs. Nicki Lawrence will attend the meeting on April 23.

### 9.0 **Board Advocacy**

None.

### 10.0 **Education:**

#### 10.1 **OLA Super Conference (Mrs. Marilyn Aspevig's verbal report)**

Mrs. Marilyn Aspevig attended the Ontario Library Association (OLA) Super Conference on January 31, 2013 at the Metro Toronto Convention Centre. She attended a two-part workshop entitled "Working Relationships" and reported the following:

- Role definition, reporting relationships, finance and governance, and the importance of well defined working relationships were explored, so that roles and responsibilities of trustees, the CEO, and auxiliary organizations such as Friends of the Library are well understood. Those attending the workshop learned how a Memorandum of Understanding can be used to clarify the role of volunteer organizations (e.g. Friends of the Library).

She handed out a document produced by the Ontario Library Boards' Association (OLBA) entitled "Cut to the Chase Ontario Public Library Governance-at-a-glance" in the hope that the Board will find it a useful reference.

Anyone interested in accessing information from the conference workshops may do so at [www.accessola.com](http://www.accessola.com) Click on Superconference 2013 and then on Session Handouts.

- American futurist Thomas Frey was one of the plenary speakers. His speech focused on the future of libraries. He sees their evolution from archives of the wisdom of the ages to nerve centres of the community, electronic outposts, and search command centres as inevitable given the accelerated pace of technical innovation and the subsequent changing nature of life and work.

MPL has anticipated the rapid changes in technology, life and work.

Anyone interested in learning more about his vision can do so by accessing the website [www.davinciinstitute.com/papers/the-future-oflibraries/](http://www.davinciinstitute.com/papers/the-future-oflibraries/)

Moved by: Mr. Justin Hung  
Seconded by: Mrs. Yemisi Dina

**RESOLVED THAT: the Mrs. Marilyn Aspevig's verbal report on her attendance at the OLA Super Conference be received.**

Carried.

### 10.2 **Board Education Plan 2013**

Moved by: Mr. Justin Hung  
Seconded by: Ms. Jennifer Yip

**RESOLVED THAT: the report entitled "Board Education Plan 2013" be received.**

## AGENDA 2.1

Carried.

Mr. Edward T McDermott suggested rescheduling the education topic "The MPL Foundation" from the December Board meeting to November.

### 11.0 Incidental Information:

None.

### 12.0 New Business:

Deputy Mayor Heath thanked Mrs. Marilyn Aspevig for attending the OLA Super Conference. He appreciated the handout entitled "*Cut to the Chase Ontario public library governance at-a-glance.*"

### 13.0 Board Evaluation:

#### 13.1 Questionnaire Results: The Board and the CEO

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

**RESOLVED THAT:** the report entitled "Questionnaire Results: The Board and the CEO" be received.

Carried.

The Board discussed the evaluation process. It would be more effective if members would write comments to clarify the areas of concern to them for discussion at the meeting.

#### 13.2 Questionnaire: Feedback to the Chair

The Chair asked the Board to complete the questionnaire entitled "Feedback to the Chair" and to submit it to Sony Torre, Board Secretary, at the end of the meeting.

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

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

**RESOLVED THAT:** the Board meet in camera at 7:45 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 8:32 p.m.

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

**RESOLVED THAT:** the motions approved in camera be ratified.

Carried.

### 15.0 Adjournment

Moved by Mr. Edward T McDermott that the meeting be adjourned at 8:34 p.m.

