

## AGENDA 2.2

### MARKHAM PUBLIC LIBRARY BOARD

#### Regular Meeting

Minutes of meeting held on Monday, January 28, 2013, 7:15 p.m., Markham Village Library, 6031 Highway 7, Markham

Present from Board: Mrs. Deborah Jestin, Chair  
Mr. Ted McDermott, Vice-Chair  
Mrs. Marilyn Aspevig  
Ms. Jennifer Yip  
Mrs. Nicki Lawrence  
Mr. Justin Hung  
Mr. John Webster  
Mr. Sanjay Varma  
Mrs. Yemisi Dina  
Deputy Mayor Jack Heath  
Mr. Alfred Kam

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. Andrea Cecchetto, Manager, Learning & Growth  
Ms. Michelle Sawh, Manager, Service Delivery  
Mr. Chris Sheehy, Facilities Manager  
Mr. Patrick Pan, Branch Manager, Unionville Library  
Mrs. Sony Torre, Board Secretary

Regrets: Mr. Alan Orr  
Regional Councillor Joe Li  
Councillor Howard Shore

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

Mrs. Deborah Jestin, Chair, called the meeting to order at 7:15 p.m.

Moved by: Mr. Ted McDermott

Seconded by: Mr. Justin Hung

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

Carried.

Deputy Mayor Jack Heath added Cornell Library for discussion under New Business.

#### 1.1 Confirmation of the Results of the Election of Chair and Vice-Chair

Moved by: Mr. Alfred Kam

Seconded by: Mr. John Webster

**RESOLVED THAT:** the election of Mrs. Deborah Jestin to the position of Chair held at the Annual General Meeting on January 28, 2013 be confirmed and that Mrs. Deborah Jestin be appointed as Chair for the term ending January 2014;

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And that the election of Mr. Ted McDermott to the position of Vice-Chair held at the Annual General Meeting on January 28, 2013 be confirmed and that Mr. Ted McDermott be appointed as Vice-Chair for the term ending January 2014.

Carried.

### 1.2 Declaration of conflict of interest

None.

### 1.3 Delegation

None.

### 1.4 Chair's Remarks

- Mrs. Deborah Jestin, Chair, expressed the Board's appreciation to Mr. Justin Hung for his many years of dedicated service as Vice-Chair, his diligence, and willingness to help the Chair and other members. Mr. Hung acknowledged the Chair's remarks with thanks.
- The Board looks forward to joining Catherine Biss, CEO, and staff at a reception to welcome the participants of the Public Library Leadership Fellowship Program at Cornell Library on January 29, 2013, 5:00 to 6:00 p.m.
- The Library Board's annual dinner will be held on February 1, 2013 at The School Fine Dining starting at 6:30 p.m. Thirty guests are expected to attend.
- All Board members are encouraged to attend the official grand opening of Cornell Community Centre and Library on Saturday, February 9 starting at 1:00 p.m.

### 2.0 Consent Agenda

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

**RESOLVED THAT:** the Consent Agenda comprising of Agenda 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, December 17, 2012**

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

2.3 **Communication and Correspondence:**

2.3.1 **General Committee Extract "One Book One Markham"**

2.3.2 **Award magazine: "Cornell Community Centre and Library"**

2.3.3 **yorkregion.com: "Bug discovery provides twist"**

Carried.

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### 3.0 **CEO's Highlights, January 28, 2013**

Moved by: Mrs. Nicki Lawrence  
Seconded by: Mrs. Marilyn Aspevig

**RESOLVED THAT:** the report entitled "CEO's Highlights, January 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 **BCL-2e Chief Executive Officer Performance Review Policy**

Moved by: Mrs. Yemisi Dina  
Seconded by: Mrs. Nicki Lawrence

**RESOLVED THAT:** the proposed revisions in the wording of BCL-2e Chief Executive Officer Performance Review Policy be approved.

Carried.

The proposed changes under Sections 1 and 3 provide clarification by referring to specific reports and adding space for comments.

### 5.0 **Monitoring (Delegation-Ownership Linkages):**

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

None.

### 5.1 **Executive Limitations/Internal Monitoring Reports Schedule**

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

**RESOLVED THAT:** the "Executive Limitations/Internal Monitoring Reports Schedule" be received.

Carried.

### 6.0 **Ends**

None.

### 7.0 **Governance:**

### 7.1 **Revised MPL Board By-laws Sections 3.1 and 3.2 for binders**

The Board received their copies of the revised MPL Board By-laws Sections 3.1 and 3.2 for insertion in their binders.

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### 7.2 Signing Authorities

Moved by: Mrs. Marilyn Aspevig  
Seconded by: Mr. Sanjay Varma

**RESOLVED THAT:** the report entitled “Signing Authorities” be received;

And that the document entitled “Markham Public Library Board By-laws” be amended as follows:

- Addition of new Section 7, “Signing Authorities”;
- Appropriate renumbering of the following section, “Review and Amendments to By-law” (currently Section 7), which otherwise remains unchanged:

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

Carried.

### 8.0 Ownership Linkage

The Chair thanked Mrs. Nicki Lawrence and Mrs. Marilyn Aspevig who volunteered to attend the Literacy Council York South (LCYS) Board meetings on January 29 and March 26, 2013 respectively.

### 9.0 Board Advocacy

None.

### 10.0 Education;

#### 10.1 Strategic Plan Update

Deborah Walker, Director, Strategy and Innovation presented a high-level overview of MPL's strategic planning timeline. The presentation included a 2012 year-end update regarding the strategic process and achievements and the 2013 work plan.

The Strategic Plan Timeline includes the following:

- 2012: Strategic Plan focused on investment in staff development laying the foundation for changing roles and responsibilities in the context of changes in customer demand and external trends and pressure.
- 2013: The focus will be on the implementation of the Customer Service Revolution, community and partnership development, increased outreach, and the development of a Technology Plan.
- 2014: Plan includes implementation of the Technology Plan to provide a more robust and welcoming virtual branch; completion and evaluation of “imagine learn grow” Strategic Plan 2012-2014. Looking forward, a new Strategic Plan for 2015-2027 will be developed with extensive community, Board and staff consultation; and seek Board approval for the new Plan by the fourth quarter of 2014.

The presentation on the 2012 Strategic Progress and Achievements was based on the framework of the four strategic themes, as follows: Customer Service Excellence, Leading Library Experience, Lean and Green, and Learning for Life.

The Chair thanked Deborah Walker for her impressive and thought provoking presentation.

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

**RESOLVED THAT:** the report entitled "Strategic Plan Update" be received.

Carried.

11.0 **Incidental Information:**

11.1 **Board Meeting Attendance Record, 2012**

Moved by: Mrs. Nicki Lawrence  
Seconded by: Mrs. Marilyn Aspevig

**RESOLVED THAT:** the "Board Meeting Attendance Record, 2012" be received.

Carried.

12.0 **New Business:**

Deputy Mayor Jack Heath commented on the interior finishing of Cornell Library. He suggested adding additional colour to the Library. The CEO acknowledged his suggestion and explained that the Cornell Library design and colour scheme were planned as part of the overall Community Centre design. It has been a collaborative effort including professional consultants, interior designers, City and Library staff, and the community. Some interior finishes of the building are not complete. It will take several months to put furnishings, art, and greenery in place. Other Board members also exchanged ideas on displaying art in the library.

**Other Business:**

Mrs. Nicki Lawrence shared her interest in a step-by-step instruction handout on the use of e-books that she picked up from her visit to a library in Sarasota. Diane Macklin, Manager of Marketing and Community Relations, confirmed that MPL staff have different ways of providing customers with information on how to use e-books. The challenge lies in updating the information to respond to frequent changes in the electronic devices.

13.0 **In Camera Agenda (None)**

14.0 **Board Evaluation:**

14.1 **Questionnaire: The Board and the CEO**

The Chair asked the Board to complete the questionnaire entitled "The Board and the CEO" and to submit it to the Board Secretary before leaving the meeting.

15.0 **Adjournment**

Moved by Mrs. Nicki Lawrence that the meeting be adjourned at 8:31 p.m.

