

## AGENDA 2.1

### MARKHAM PUBLIC LIBRARY BOARD

#### Regular Meeting

Minutes of meeting held on Monday, October 22, 2012, 7:00 p.m., Unionville Library, 15 Library Lane, Unionville

Present from Board: Mrs. Deborah Jestin, Chair  
Mr. Justin Hung, Vice Chair  
Mr. Alfred Kam  
Ms. Jennifer Yip  
Mr. Alan Orr  
Ms. Marilyn Aspevig  
Mr. John Webster  
Mr. Ted McDermott  
Mrs. Nicki Lawrence  
Regional Councillor Joe Li  
Mr. Sanjay Varma  
Councillor Howard Shore  
Deputy Mayor Jack Heath (from 14.0)

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. Patrick Pan, Branch Manager  
Ms. Mindy Freed, Branch Manager  
Mr. John Shewfelt, Branch Manager  
Mrs. Sony Torre, Board Secretary

Regrets: Mrs. Yemisi Dina

#### 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 with the addition of Agenda 8.1 Library Board Member Liaison with Literacy Council York South and Agenda 14.0 In Camera agenda.

Carried.

#### 1.1 Declaration of conflict of interest

None.

#### 1.2 Delegation

None.

#### 1.3 Chair's Remarks

The Chair invited the Board members to attend the next Southeast Community Centre and Library public consultation meeting on November 15, 2012, 7:30 p.m., at Armadale Community Centre. The purpose is to present the schematic design and provide an opportunity for questions and answers.

## **AGENDA 2.1**

Agenda 10.1 Tour of Unionville Library was advanced after the Chair's Remarks.

### **Unionville Library Tour (7:05-7:15 p.m.)**

The Board appreciated the tour of Unionville Library led by Ms. Deborah Walker, Director, Library Strategy and Innovation, and Mr. Patrick Pan, Branch Manager.

#### **2.0 Consent Agenda**

Moved by: Mrs. Nicki Lawrence

Seconded by: Ms. Marilyn Aspevig

**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, September 24, 2012**

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

**2.3 Communication and Correspondence:**

**2.3.1 Markham Council's Proclamation of Ontario Public Library Week**

**2.3.2 yorkregion.com: "Markham starting city-wide book club"**

**2.3.3 yorkregion.com: "Markham's plans call for roof-down approach"**

Carried.

#### **3.0 CEO's Highlights, October 2012**

Moved by: Ms. Jennifer Yip

Seconded by: Mr. Justin Hung

**RESOLVED THAT:** the report entitled "CEO's Highlights, October 2012" 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.

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

##### **5.1 Internal Monitoring Report - Executive Limitation: EL-2b Staff Treatment (Assigned to Councillor Howard Shore)**

Councillor Howard Shore reviewed the internal monitoring report entitled "Executive Limitation EL-2b, Staff Treatment" prepared by Ms. Andrea Cecchetto, Manager, Learning and Growth. He was satisfied with the report and there were no questions from other Board members. The report confirmed that the CEO and MPL's practices regarding Staff Treatment were in compliance with the requirements of EL-2b policy.

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Moved by: Councillor Howard Shore  
Seconded by: Mr. Ted McDermott

**RESOLVED THAT:** the report entitled "Internal Monitoring Report: Executive Limitation EL-2b, Staff Treatment" be received.

Carried.

5.2 **Internal Monitoring Report – Executive Limitation: EL-2d Financial Condition**  
**(Assigned to Mr. Alfred Kam)**

Mr. Alfred Kam reviewed the internal monitoring report entitled "Executive Limitation EL-2d, Financial Condition" prepared by Mr. Larry Pogue, Director, Administration. He was satisfied with the report. He did not receive questions from other Board members. 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-2d policy.

In response to Ms. Marilyn Aspegig's question on the treatment of surplus, the CEO confirmed that any surplus is returned to the City.

Moved by: Mr. Alfred Kam  
Seconded by: Ms. Nicki Lawrence

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

Carried.

6.0 **Ends**

None.

7.0 **Governance:**

7.1 **Policy Governance Binder Update**

The Board received the Governance policies approved on September 24, 2012 to update their Board Orientation binder 1 of 2, Policy Governance section.

8.0 **Ownership Linkage:**

8.1 **Library Board Member Liaison with Literacy Council York South Update**

Ms. Jennifer Yip informed the Board that she and Mr. Alan Orr, who share the responsibility of serving as the Board's liaison with the Literacy Council York South (LCYS), are unable to continue in this capacity due to their work schedules. The LCYS meetings are usually held during the day on the last Wednesday or Thursday of the month.

The Chair asked other Board members to consider volunteering for this role.

9.0 **Board Advocacy**

None.

10.0 **Education:**

10.1 **Tour of Unionville Library**

The tour of Unionville Library took place earlier in the evening after Agenda 1.3 Chair's Remarks.

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### 11.0 Incidental Information:

#### 11.1 Annual Library Celebration Update

The committee is considering two restaurants in Markham for the Library celebration to be held on November 30, 2012.

#### 11.2 Annual Board Dinner Update

No report at this time.

### 12.0 New Business:

#### 12.1 Pre-due Notices

The Board discussed the pre-due notification process and its potential impact on the Library's server performance, customer service, and fine revenue.

Moved by: Mr. Alan Orr  
Seconded by: Mr. Alfred Kam

**RESOLVED THAT:** the report entitled "Pre-Due Notices" be received;

**And that the Board decide whether they wish to align MPL's fine notification schedule more closely with those of neighbouring public libraries by approving the reduction of overdue notification from 5 days to 2 days.**

Defeated.

Therefore, the current overdue notification schedule will remain the same at this time. The CEO will provide information in her CEO's Highlights for the November meeting as to which libraries in York Region implement pre-due notification.

#### 12.2 Markham Sports, Entertainment, and Cultural Centre Project

Councillor Howard Shore informed the Board that the Markham Sports, Entertainment, and Cultural Centre Project may consider having a portion of the facility for community use, and suggested that the notion of having a library presence within the complex be explored.

Moved by: Mr. John Webster  
Seconded by: Mr. Ted McDermott

**RESOLVED THAT:** the Board authorize the Library to look into the possibilities and ramifications should an opportunity present itself to be a part of the Markham Sports, Entertainment, and Cultural Centre and report back to the Board.

Carried.

Opposed: Regional Councillor Joe Li, Ms. Nicki Lawrence

### 13.0 Board Evaluation:

#### 13.1 Questionnaire Results: Conduct of the Board

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

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**RESOLVED THAT:** the report entitled "Questionnaire Results: Conduct of the Board" be received.

Carried.

To add value to the Board's evaluation process, Mr. John Webster suggested a closer look at the questionnaire results and to follow up on areas of concern to the Board.

### 14.0 **In Camera Agenda: (To discuss a confidential personnel matter)**

Moved by: Mr. John Webster

Seconded by: Mr. Sanjay Varma

**RESOLVED THAT:** the Board meet in camera at 8:09 p.m. to discuss a confidential personnel matter.

Carried.

Moved by: Mr. Sanjay Varma

Seconded by: Mr. John Webster

**RESOLVED THAT:** the Board return to its regular meeting at 8:44 p.m. and that the motions approved in camera be ratified.

Carried.

### 15.0 **Adjournment**

Moved by Mr. John Webster that the meeting be adjourned at 8:45 p.m.