

AGENDA 2.1

TOWN OF MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, September 24, 2012, 7:08 p.m., Markham Village Library, Program Room, 6031 Highway 7, Markham

Present from Board: Mrs. Deborah Jestin, Chair
Mr. Justin Hung, Vice Chair
Mr. Alan Orr
Mr. Ted McDermott
Ms. Jennifer Yip
Mr. John Webster
Mr. Alfred Kam
Mr. Sanjay Varma
Deputy Mayor Jack Heath (from 7.1)

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, Branch Manager
Ms. Angela Tse, Branch Manager
Mrs. Sony Torre, Board Secretary

Regrets: Mrs. Nicki Lawrence
Mrs. Yemisi Dina
Ms. Marilyn Aspevig
Councillor Howard Shore
Regional Councillor Joe Li

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

Mrs. Deborah Jestin, Chair, called the meeting to order at 7:08 p.m.

Moved by: Mr. Ted McDermott

Seconded by: Ms. Jennifer Yip

RESOLVED THAT: the agenda be approved;

And that an In Camera Agenda be included to discuss a confidential personnel matter.

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, welcomed everyone back from summer recess.

On September 10, 2012, the Chair together with Board members, Ms. Marilyn Aspevig, Mrs. Nicki Lawrence, Mr. Sanjay Varma, Ms. Jennifer Yip, and Catherine Biss, CEO, and Deborah Walker, Director, Library Strategy attended the Southeast Community Centre and Library Public Consultation meeting at the Milliken Mills Community Centre.

The Chair asked the Board to save November 19, 2012 for a presentation on "One Book One Markham" initiative at the General Committee of Council meeting. She will make the presentation together with Catherine Biss, and they will present signed copies of Vincent Lam's book to all Council members. The time of the meeting will be determined closer to November 19.

2.0 Consent Agenda

Moved by: Mr. Alan Orr

Seconded by: Mr. Alfred Kam

RESOLVED THAT: the Consent Agenda comprising of Agenda 2.0 to 2.3.5 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, June 24, 2012

2.2 Declaration of Due Diligence by the CEO

2.3 Communication and Correspondence:

2.3.1 yorkregion.com "Vincent Lam Markham at library...One Book One Markham Launch"

2.3.2 SNAP newspaper: "One Book, One Markham Launch"

2.3.3 Card of thanks from Kathy Schneider, retired library staff

2.3.4 University of Toronto/Ontario Institute for Studies in Education:
"OISE research shows preschool literacy programs promote children's literacy development"

2.3.5 Markham's Milk Bag Project

Carried.

3.0 CEO's Highlights, September 2012

Moved by: Mr. Ted McDermott

Seconded by: Mr. Justin Hung

RESOLVED THAT: the report entitled "CEO's Highlights, September 2012" be received.

Carried.

4.0 Annual Monthly Policy Review

(The wording of policies is reviewed annually by a member.)

Deferred until the Board's review of policies.

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5.0 Monitoring (Delegation-Ownership Linkages):

5.1 Internal Monitoring Report - Executive Limitation: EL-2d Budgeting/Forecasting (Assigned to Mr. Sanjay Varma)

Mr. Sanjay Varma reviewed the internal monitoring report entitled "EL-2d Budgeting/Forecasting" prepared by Mr. Larry Pogue, Director, Administration. He was satisfied with the report and he did not receive questions from other Board members. The report confirmed that the CEO and MPL's practices regarding Budgeting/Forecasting were in compliance with the requirements of EL-2d policy.

He asked clarification on the following items in the report which were satisfactorily responded to by Catherine Biss, CEO and Larry Pogue, Director, Administration.

- Expenses arising from emergencies are mostly covered by the City's emergency fund and insurance coverage.
- Appendix "A" Business Unit Profile Planning Document:
The CEO confirmed that the Library has both support and lead roles in the business plan objectives.
Key Performance Indicators/Benchmarks: The CEO will ask Deborah Walker to include benchmarks information in her report.
- Appendix "B" Draft 2013 Proposed Operating Budget:
Line 3499 – Mr. Varma suggested that for future reporting, the cost of benefits be added in the comments section.
The CEO confirmed that the updated figures in the proposed 2013 Operating Budget will be reported in the CEO's Highlights in October.
- Appendix "C" Draft 2013 Proposed Capital Budget/Milliken Mills furniture and equipment replacement:
The CEO confirmed that furniture purchased for Milliken Mills will be transportable to another branch when Milliken Mills Branch undergoes future renovation.
- Appendix "E" Draft 2013 Proposed Facility Assets Capital Budget/Unionville Library Lighting Improvements:
The CEO will convey Mr. Varma's suggestion regarding the possible use of solar lighting.

Moved by: Mr. Sanjay Varma

Seconded by: Mr. Ted McDermott

RESOLVED THAT: the Board receives the report entitled "Internal Monitoring Report – Executive Limitation EL-2d, Budgeting/Forecasting";

And that the Board approves the Markham Public Library's 2013 Draft Operating and Capital Budget submissions as outlined in this report;

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

Carried.

5.2 Internal Monitoring Report – Executive Limitation: EL-2k Communication and Counsel to the Board (Assigned to Mr. Ted McDermott)

Mr. Ted McDermott reviewed the internal monitoring report entitled "Executive Limitation EL-2k, Communication and Counsel to the Board (June to August 2012)" prepared by Ms. Deborah Walker, Director, Library Strategy. He was satisfied with the report and 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-2k policy.

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He asked clarification on the following items in the report which were satisfactorily responded to by Catherine Biss, CEO.

- Report item no. 6:
Mr. McDermott suggested that the wording of the report indicate that "the CEO/Secretary-Treasurer has delegated to the Board Secretary her responsibility for official Board, officer or committee communications."
- Report item no. 10:
Mr. McDermott suggested that complaints arising during the reporting period be reported in this section, or make a reference to the CEO's Highlights if such complaints are already included in her report.

Moved by: Mr. Ted McDermott
Seconded by: Mr. Justin Hung

RESOLVED THAT: the internal monitoring report entitled "Executive Limitation: EL-2k, Communication and Counsel to the Board" be received.

Carried.

6.0 Ends

None.

7.0 Governance:

7.1 Revised Draft of Board's Ends and Governance Policies

Mr. Ted McDermott led the discussion on the additional revisions that he and Mrs. Deborah Jestin, Chair, had summarized. The Board discussed the proposed changes on pages 2, 3, 4, 5, 6, 9, 12, 17, 18, 32, and 37 of the draft policies.

Deputy Mayor Jack Heath temporarily withdrew from the meeting and returned after agenda 7.1.

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

RESOLVED THAT: the final draft including the additional revisions to the Board's Ends and Governance Policies with revision date of September 24, 2012 be approved;

And that the schedule of the monthly review of policy wording be resumed by September 2013 or as the need arises when internal monitoring reports on the Executive Limitations Policies are received by the Board.

Carried.

8.0 Ownership Linkage

8.1 Update: Southeast Community Centre and Library Public Consultation Meeting (Presentation by Ms. Deborah Walker, Director, Library Strategy)

Ms. Deborah Walker updated the Board on the Southeast Community Centre and Library Public Consultation Meeting held on September 10, 2012 at Milliken Mills Community Centre. The Board appreciated Ms. Walker's power point presentation on the proposed site layout and the Library Building Program.

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

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RESOLVED THAT: the report and presentation entitled "Southeast Community Centre and Library Public Consultation Meeting" be received.

Carried.

9.0 **Board Advocacy**

None.

10.0 **Education:**

10.1 **Board Statistical Report**

Moved by: Mr. Ted McDermott

Seconded by: Mr. John Webster

RESOLVED THAT: the report entitled "Board Statistical Report" be received.

Carried.

10.2 **eBooks and the Virtual Branch** **(Presentation by Mr. Moe Hosseini-Ara, Director, Service Excellence and Ms. Andrea Cecchetto, Manager, Learning and Growth)**

Mr. Moe Hosseini-ara and Ms. Andrea Cecchetto made a power point presentation on "eBooks and the Virtual Branch." They discussed the following topics: (a) Trends in Branches; (b) Existing Challenges; (c) Megan Garza (library staff) and the eNinjas; (d) Collection Building; (e) Reaching the Customer; (f) Taking the Lead; (g) Creating the Virtual Branch; (h) Next Steps; (i) Questions.

Moved by: Mr. Sanjay Varma

Seconded by: Mr. Alan Orr

RESOLVED THAT: the presentation entitled "eBooks and the Virtual Branch" be received.

Carried.

11.0 **Incidental Information**

11.1 **Annual Library Celebration**

Moved by: Mr. Justin Hung

Seconded by: Mr. Alfred Kam

RESOLVED THAT: the Board approve up to \$4,500.00 to cover the cost of the annual Library celebration for the Library staff and Board.

Carried.

Ms. Jennifer Yip volunteered to serve the Board Committee who will organize the annual Library celebration, together with Mrs. Deborah Jestin, Chair, and Mrs. Sony Torre, Board Secretary. The celebration will be held on November 30, 2012 and the Board Committee will determine the venue.

11.2 **Annual Board Dinner**

Moved by: Mr. Ted McDermott

Seconded by: Ms. Jennifer Yip

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RESOLVED THAT: the Board approve up to \$1,500.00 to cover the cost of the annual Board dinner.

Carried.

Mrs. Deborah Jestin agreed to organize this year's Annual Board dinner to be scheduled sometime in January 2013.

12.0 **New Business:**

12.1 **Official Name of MPL Board**

Moved by: Mr. Alfred Kam

Seconded by: Mr. Justin Hung

RESOLVED THAT: the report entitled "Official Name of MPL Board" be received;

And that the Board authorize staff, pursuant to Policy EL-2f, to proceed to execute the action items on Markham's City Status Implementation Checklist in order to change the Board's legal name to "Markham Public Library Board."

Carried.

12.2 **Changes in Discretionary Time off between Christmas and New Year's Day**

The Board decided to move this item in camera.

13.0 **Board Evaluation:**

13.1 **Questionnaire: Conduct of the Board**

The Chair asked the Board to complete the questionnaire entitled "Conduct of the Board" 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. Ted McDermott

Seconded by: Mr. Sanjay Varma

RESOLVED THAT: the Board meet in camera at 9:00 p.m. to discuss a confidential personnel matter.

Carried.

Moved by: Mr. John Webster

Seconded by: Mr. Justin Hung

RESOLVED THAT: the Board return to its regular meeting at 9:40 p.m. and that the motions approved in camera be ratified.

Carried.

15.0 **Other Business:**

Deputy Mayor Jack Heath updated the Board on the Markham Arena Project.

15.0 **Adjournment**

Moved by Mr. Ted McDermott that the meeting be adjourned at 10:05 p.m.