

AGENDA 2.1

TOWN OF MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, June 25, 2012, 7:02 p.m., Markham Village Library, Program Room, 6031 Highway 7, Markham

Present from Board: Mr. Justin Hung, Vice Chair/Presiding Chair
Mrs. Deborah Jestin, Chair (from no. 10.1)
Ms. Marilyn Aspevig
Ms. Jennifer Yip
Mr. David Jones
Regional Councillor Joe Li
Mrs. Nicki Lawrence
Mr. Ted McDermott
Mr. Alfred Kam
Mr. John Webster
Mrs. Yemisi Dina
Councillor Howard Shore
Mr. Sanjay Varma

Guest: Ms. Joane Mui, Manager, KPMG LLP (for no. 5.5)

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
Mrs. Sony Torre, Board Secretary

Regrets: Deputy Mayor Jack Heath
Mr. Alan Orr

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

Mr. Justin Hung, Vice Chair, was the presiding Chair for this meeting on behalf of Mrs. Deborah Jestin, Chair, who arrived later in the evening due to her school's graduation.

Mr. Hung called the meeting to order at 7:02 p.m. The order of the agenda was amended. Agenda 5.5 Draft 2011 Financial Statements of the Town of Markham Public Library Board, Financial Presentation by Ms. Joane Mui, Manager, KPMG LLP to follow the Chair's Remarks.

Moved by: - Ms. Jennifer Yip
Seconded by: Ms. Marilyn Aspevig

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 Vice Chair's Remarks

Mr. Justin Hung invited the Board to the launch celebration of "One Book One Markham" on July 14, 2012 at Thornhill Community Centre Library. Events will take place from 11:00 am to 3:00 pm. The launch celebration is a combination of events that are meant to inspire and engage the community through literature, dialogue, and artistic celebration. At the event, Mayor Scarpitti will formally introduce "One Book One Markham." Mr. Vincent Lam, author, will read and discuss his works, answer questions, and hold a book signing. Following the book signing, the community is invited to enjoy a variety of artistic expression from within the community including a Lion Dance, Traditional Indian Dance by Laya Bhava Dance Academy, Traditional Chinese Dance by Chi Ping Dance Group, and spoken word performances by YorkSlam. Children will be invited to participate in a colouring contest, have their faces painted, and be part of a special story time on family and heritage.

2.0 Consent Agenda

Moved by: Councillor Howard Shore
Seconded by: Ms. Jennifer Yip

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, May 28, 2012

2.2 Declaration of Due Diligence by the CEO

2.3 Communication and Correspondence:

2.3.1 Congratulations to Catherine Biss, CEO, on her appointment as Chair of the Canadian Urban Libraries Council (CULC)

2.3.2 "Markham announces site for new Community Centre and Library and Parks to serve growing Southeast Markham area"

2.3.3 Canadian Urban Libraries Council (CULC): "Public libraries join forces to demand better e-book accessibility for their customers."

Carried.

3.0 CEO's Highlights, June 2012

Moved by: Mr. David Jones
Seconded by: Mrs. Nicki Lawrence

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

Carried.

Mr. Hung thanked the staff for their review of the materials donated by Fairmount Books Inc.

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4.0 **Annual Monthly Policy Review**

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

Deferred until the Board completes its Policy Governance documentation review.

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

5.1 **Internal Monitoring Report - Executive Limitation: EL-2i Community Relations (Assigned to Mr. John Webster)**

Mr. John Webster reviewed the internal monitoring report entitled "Executive Limitation EL-2i, Community Relations" prepared by Mrs. Diane Macklin, Manager, Marketing and Community Development. He thanked Mrs. Macklin for her thorough report. The report confirmed that the community relations requirements were in full compliance with Board policy. There were no questions from other Board members.

Moved by: Mr. John Webster

Seconded by: Mr. Alfred Kam

RESOLVED THAT: the report entitled "Internal monitoring report - Executive Limitation EL-2i, Community Relations" be received without changes.

Carried.

5.2 **Internal Monitoring Report – Executive Limitation: EL-2j Compensation and Benefits (Assigned to Ms. Jennifer Yip)**

Ms. Jennifer Yip reviewed the internal monitoring report entitled "Executive Limitation EL-2j, Compensation and Benefits" prepared by Mr. Larry Pogue, Director, Administration. She thanked Mr. Pogue for his thorough report. The report confirmed that MPL's practices with regard to employee compensation and benefits were in compliance with Board policy.

In response to Ms. Yip's inquiry regarding the Job Evaluation process, Mr. Pogue confirmed that MPL conducts a Job Evaluation process with assistance from the Town. This process evaluates specific positions in terms of job requirements and ensures that compensation levels are appropriate for each position.

Moved by: Ms. Jennifer Yip

Seconded by: Mr. John Webster

RESOLVED THAT: the internal monitoring report entitled "Executive Limitation: EL-2j, Compensation and Benefits" be received.

Carried.

5.3 **Internal Monitoring Report – Executive Limitation: EL-2k Communication and Counsel to the Board (January to May 2012) (Assigned to Mrs. Yemisi Dina)**

Mrs. Yemisi Dina reviewed the internal monitoring report entitled "Executive Limitation EL-2k Communication and Counsel to the Board (January to May 2012)." She thanked Ms. Deborah Walker, Director, Strategy and Innovation, for her well written report. The report confirmed that all communication and counsel requirements were in full compliance with Board policy. There were no questions from other Board members.

Moved by: Mrs. Yemisi Dina

Seconded by: Mrs. Nicki Lawrence

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RESOLVED THAT: the internal monitoring report entitled "Executive Limitation: EL-2k, Communication and Counsel to the Board (January to May 20120)" be received without changes.

Carried.

5.4 Preliminary 2013 Capital Budget Report

Moved by: Councillor Howard Shore
Seconded by: Ms. Marilyn Aspevig

RESOLVED THAT: the Board receive the report entitled "Preliminary 2013 Capital Budget Report;

And that the Board endorse the Library Capital Budget projects going forward in the Town of Markham's 2013 budget process.

Carried.

5.5 Draft Financial Statements of the Town of Markham Public Library Board, December 31, 2011

The Board discussed this item earlier in the evening after the Chair's Remarks.

Ms. Joane Mui, Manager, KPMG LLP, was pleased to report that the 2011 audit went smoothly. There were no adjusting entries and no substantial changes from the previous year.

In response to Mr. Sanjay Varma's inquiry on the value of C3, the CEO confirmed that C3 does not have a specific monetary value at this point. Therefore, it does not appear in the financial statements.

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

RESOLVED THAT: the report "Draft Financial Statements of the Town of Markham Public Library Board, December 31, 2011" be received;

That the Board approve the Draft Financial Statements of the Town of Markham Public Library Board for the fiscal year ended December 31, 2011;

That the Board Chair be authorized to sign the approved 2011 Financial Statements on behalf of the Board;

That the Board authorize staff to issue the approved Financial Statements for the fiscal year ended December 31, 2011;

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

Carried.

The Board acknowledged the work of Ms. Joane Mui, Mr. Larry Pogue, and staff regarding the 2011 audit.

6.0 Ends

Deferred until the Board completes its Policy Governance documentation review.

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7.0 Governance:

7.1 Revised Draft of Board's Ends and Governance Policies

Moved by: Ms. Jennifer Yip
Seconded by: Mr. David Jones

RESOLVED THAT: the correspondence from Catherine Raso, consultant, including (a) her letter to the MPL Board dated June 18, 2012, (b) "Final set of policies for Board consideration with changes from May 28,, 2012 Board meeting", and (c) an article from Board Leadership, Number 18, March-April 1995 entitled "Understanding the Special Board-Ownership Relationship" be received.

Carried.

The Board asked the Board Secretary to prepare a clean copy of the revised draft of the Board's Ends and Governance Policies and to send this to the Board by e-mail over the summer. The Board will then review the final draft and discuss its approval at the Board meeting on September 24, 2012.

7.2 Resignation of Mr. David T. Jones from the Town of Markham Public Library Board

This item was discussed later in the evening upon arrival of Mrs. Deborah Jestin, Chair.

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

RESOLVED THAT: the resignation of Mr. David T. Jones from the Town of Markham Public Library Board after the Board meeting on June 25, 2012 be received with thanks for his service with the Library Board since April 2009;

And that the Town Clerk be notified of his resignation.

Carried.

On behalf of the Board, Mrs. Jestin presented a library book and accompanying "Honour with Books" card to Mr. Jones in appreciation of his voluntary service to MPL from April 2009 to June 2012. Mr. Jones acknowledged the Board's "Honour with Books" presentation and thanked the Board and staff for their collegiality.

7.3 Delegation of Board's authority over the summer

Moved by: Mr. John Webster
Seconded by: Mrs. Yemisi Dina

RESOLVED THAT: the responsibility for all Board decisions over the summer be delegated to the Board Chair in consultation with the Vice Chair;

And that if either the Chair or Vice Chair cannot be contacted in a reasonable time frame, a designated Board member will be consulted.

Carried.

The Board members were asked to provide their summer contact information to the Board Secretary.

8.0 Ownership Linkage

None.

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9.0 **Board Advocacy**

None.

10.0 **Education:**

10.1 **Strategic Plan Update**

The Board appreciated the presentation of Ms. Deborah Walker, Director, Strategy and Innovation, Ms. Andrea Cecchetto, Manager, Learning and Growth, and Mrs. Diane Macklin, Manager, Marketing and Community Development regarding MPL's Strategic Plan. The presentation included a high-level overview of the Strategic Plan implementation of the four strategic themes namely, (a) Customer Service Excellence, (b) Leading Library Experience, (c) Lean and Green, and (d) Learn for Your Life.

The Board asked more information and exchanged ideas on the following topics:

- Books clubs for seniors
- Library settlement partnerships
- Expanded proctoring exam service to more branches
- Library's presence in community events such as Taste of Asia, Canada Day, festivals.

Moved by: Mr. Sanjay Varma

Seconded by: Ms. Marilyn Aspevig

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

Carried.

10.2 **Board Statistical Report**

Moved by: Mrs. Yemisi Dina

Seconded by: Mr. Sanjay Varma

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

Carried.

11.0 **Incidental Information**

None.

12.0 **New Business:**

Councillor Howard Shore encouraged the Board to attend the Canada Day celebration on July 1, 2012 at Milne Park. It will be an extra special celebration in the presence of The Honourable David Onley, Lieutenant Governor of Ontario, when Markham changes its status from town to city.

Councillor Howard Shore and the Board congratulated Mr. John Webster, the official Town Crier of Markham. Mr. Webster was recently honoured by Markham Council with the re-naming of his residential street to Town Crier Lane.

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13.0 Board Evaluation:

13.1 Questionnaire Results: Performance of Individual Board members

Moved by Mrs. Yemisi Dina

Seconded by: Ms. Jennifer Yip

RESOLVED THAT: the report entitled "Questionnaire Results: Performance of Individual Board Members" be received.

Carried.

14.0 In Camera Agenda

None.

15.0 Adjournment

Moved by Mr. David Jones that the meeting be adjourned at 9:06 p.m.

