

## AGENDA 2.1

### TOWN OF MARKHAM PUBLIC LIBRARY BOARD

#### Regular Meeting

**Minutes of meeting held on Monday, May 28, 2012, 7:08 p.m., Markham Village Library, Program Room, 6031 Highway 7, Markham**

Present from Board: Mrs. Deborah Jestin, Chair  
Mrs. Nicki Lawrence  
Ms. Marilyn Aspevig  
Ms. Jennifer Yip  
Mr. Ted McDermott (up to 9:40 p.m.)  
Mr. Alfred Kam  
Mrs. Yemisi Dina  
Mr. Sanjay Varma  
Mr. John Webster  
Regional Councillor Jack Heath (from no. 7.1)

Guest: Ms. Catherine Raso, consultant

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  
Mrs. Sony Torre, Board Secretary  
Mr. Patrick Pan, Branch Manager, Unionville Library

Regrets: Mr. Justin Hung, Vice Chair  
Mr. David Jones  
Regional Councillor Joe Li  
Mr. Alan Orr  
Councillor Howard Shore

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

Mrs. Deborah Jestin, Chair, called the meeting to order at 7:08 p.m. She welcomed Ms. Catherine Raso, consultant, who will lead the discussion on Agenda 7.1 Draft of revised Board's Ends and Governance Policies.

Moved by: Ms. Jennifer Yip  
Seconded by: Mr. John Webster

**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 Chair's Remarks

The Chair, together with two Board members, Ms. Marilyn Aspevig and Ms. Jennifer Yip, and staff, Mrs. Catherine Biss, CEO, and Mrs. Sony Torre, Board Secretary, had a teleconference with Catherine Raso, consultant, on April 30, 2012 to complete the group's review of the draft Governance policies.

On May 1, 2012, the Chair attended the "Battle of the Books" and extended the Board's greetings to the participants.

On May 3, 2012, the Chair together with Catherine Biss, CEO, and other Town of Markham staff attended a Town meeting regarding the naming of the community centre and library in east Markham.

### 2.0 Consent Agenda

Moved by: Mr. John Webster  
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, April 23, 2012

2.2 Declaration of Due Diligence by the CEO

2.3 Communication and Correspondence:

2.3.1 "Who let the Band into the Library?"

2.3.2 Appreciation letter from Siobhan Stevenson, Associate Professor, University of Toronto for Moe Hosseini-Ara, Director of Service Excellence, Andrea Cecchetto, Manager of Learning and Growth, and Diane Macklin, Manager of Marketing and Community Development

2.3.3 Economist & Sun: "Library accepts donation after all" and MPL's letter to the editor "MPL thanks Fairmount for their offer of audio books"

Carried.

### 3.0 CEO's Highlights, May 2012

Moved by: Mr. Ted McDermott  
Seconded by: Mr. Alfred Kam

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

Carried.

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### 4.0 **Annual Monthly Policy Review**

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

This matter will be deferred until the Board completes its Policy Governance documentation review with Catherine Raso, consultant.

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

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

### 5.1 **Internal Monitoring Report - Executive Limitation: EL-2e, Financial Condition** **(Assigned to Mr. Justin Hung)**

In the absence of Mr. Justin Hung, Vice Chair, Mrs. Deborah Jestin, Chair, reviewed the internal monitoring report entitled "EL-2e, Financial Condition" prepared by Mr. Larry Pogue, Director of Administration. She commented that the report was comprehensive and there were no questions from other members.

Moved by: Mrs. Nicki Lawrence

Seconded by: Mr. Sanjay Varma

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

Carried.

### 6.0 **Ends**

This matter will be deferred until the Board completes its Policy Governance documentation review with Catherine Raso, consultant.

### 7.0 **Governance:**

### 7.1 **Draft of revised Board's Ends and Governance Policies**

Ms. Catherine Raso, consultant, made a brief, high level presentation on the Governance model. She acknowledged the teamwork among Board and staff representatives namely, Mrs. Deborah Jestin, Mr. David Jones, Ms. Marilyn Aspevig, Ms. Jennifer Yip, Mrs. Catherine Biss, and Mrs. Sony Torre, who discussed with her on April 20 and 30, 2012 the proposed amendments to the Board's Ends and Governance policies.

The Board had a lengthy discussion for 2-1/2 hours and suggested further revisions to some sections of the Governance policies. Ms. Raso will submit a revised draft for discussion at the Board meeting in June.

The Board thanked Ms. Raso for her hard work on the Governance policy review.

Moved by: Mr. Alfred Kam

Seconded by: Mrs. Nicki Lawrence

**RESOLVED THAT:** the draft of the revised Board's Ends and Governance policies discussed with Ms. Catherine Raso, consultant, be received.

Carried.

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### 8.0 Ownership Linkage:

#### 8.1 Naming of Community Centre and Library in East Markham

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

**RESOLVED THAT:** the Town of Markham's "Naming of Community Centre & Library in East Markham" Council report be received.

Carried.

### 9.0 Board Advocacy

None.

### 10.0 Education

The education topic "Strategic Plan implementation process" will be deferred to the Board meeting in June.

### 11.0 Incidental Information

None.

### 12.0 New Business:

None.

### 13.0 Board Evaluation:

#### 13.1 Questionnaire: Performance of Individual Board members

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

### 14.0 In Camera Agenda

None.

### 15.0 Adjournment

Moved by Mrs. Yemisi Dina that the meeting be adjourned at 10:15 p.m.