

AGENDA 2.1

TOWN OF MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, March 26, 2012, 7:00 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
Ms. Jennifer Yip
Ms. Marilyn Aspevig
Mrs. Yemisi Dina
Mr. Sanjay Varma
Mr. David Jones
Mr. Ted McDermott
Mr. Alfred Kam
Mr. John Webster
Councillor Howard Shore
Regional Councillor Joe Li (from no. 4.1)
Deputy Mayor Jack Heath (from 14.0)

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. Andrea Cecchetto, Manager, Learning & Growth
Mrs. Diane Macklin, Manager, Marketing & Community Development
Mrs. Sony Torre, Board Secretary
Ms. Yolanda Chan, Manager, Angus Glen Branch
Mr. Patrick Pan, Manager, Unionville Branch

Regrets: Mrs. Nicki Lawrence

1.0 Call to order/Approval of Agenda

Mrs. Deborah Jestin, Chair, called the meeting to order at 7:00 p.m.

Moved by: Ms. Jennifer Yip
Seconded by: Mr. Alan Orr

RESOLVED THAT: the agenda be approved.

Carried.

1.1 Declaration of conflict of interest

None.

1.2 Delegation

None.

1.3 Chair's Remarks

Mrs. Deborah Jestin, Chair, attended the Diamond Jubilee recognition ceremony on March 17, 2012 at the Heintzman House in Thornhill. She was delighted to receive a plaque of appreciation presented to the Markham Public Library in recognition of the Library's long time contribution to the community. Mr. John Webster, Town Crier, who was the master of ceremonies also commented on the Diamond Jubilee activities in Markham.

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In her role as Chair, Mrs. Deborah Jestin will also act as timekeeper during meetings to ensure that agenda items are discussed within the allocated time.

2.0 Consent Agenda

Moved by: Mr. Ted McDermott
Seconded by: Mr. David Jones

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, February 27, 2012

2.2 Declaration of Due Diligence by the CEO

2.3 Communication and Correspondence:

2.3.1 Economist & Sun: EQAO Help ad

2.3.2 yorkregion.com: Doc part of filmmaker's homecoming

2.3.3 Letter from Brandy Yanchyk, Broadcast Journalist, including a letter to the editor in the Economist & Sun about Brooks – The City of 100 Hellos screening at the Markham Library

Carried.

3.0 CEO's Highlights, March 2012

Moved by: Mr. Sanjay Varma
Seconded by: Mr. Ted McDermott

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

Carried.

4.0 Annual Monthly Policy Review:

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

4.1 Monitoring Report Follow-up arising from Policy Governance Training

Moved by: Councillor Howard Shore
Seconded by: Mr. Alfred Kam

RESOLVED THAT: the report entitled "Monitoring Report follow-up arising from Policy Governance Training" be received;

And that the "2012 Board Policy Review and Update Project Proposal from Catherine Raso, consultant" at an upset limit of \$3,000.00 be approved.

Carried.

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Catherine Raso will review and update MPL's Policy Governance documentation. Her work plan will include the following: (a) review and updating all policies, (b) meet with representatives of the Board to review the drafts, (c) editing based on required changes and (d) a presentation to the Board once the work is completed.

4.2 **Governance Process Policy: GP-2f, Agenda Planning**
(assigned to Mrs. Yemisi Dina)

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

RESOLVED THAT: the wording review of governance policies be deferred until Catherine Raso, consultant, completes her review and update of MPL's Policy Governance documentation.

Carried.

4.3 **Policy Governance Binder Update: Governance Process Policy, GP-2c, Chair's Role**

The Board received the updated Governance Process Policy, GP-2c, Chair's Role, for insertion in their Policy Governance binder.

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-2d Budgeting/Forecasting**
(Assigned to Mr. Alfred Kam)

Mr. Alfred Kam reviewed the internal monitoring report entitled "EL-2d Budgeting/Forecasting" prepared by Mr. Larry Pogue, Director of Administration. He found the report satisfactory and there were no concerns raised. The report confirmed that budgeting and forecasting were prepared and consistent with statutory obligations and prudent financial management to ensure that the Board Ends were met.

In response to Mr. David Jones's inquiry regarding the Town of Markham's capital budget process for major projects, the CEO confirmed that projects for stand alone locations are within the Library's capital budget. If a project is within a community centre, the Library monitors only that portion of the capital budget that pertains to the Library.

Moved by: Mr. Alfred Kam
Seconded by: Mr. David Jones

RESOLVED THAT: the report entitled "Internal monitoring Report - Executive Limitation EL-2d, Budgeting/Forecasting" be received.

Carried.

5.2 **Internal Monitoring Report – Executive Limitation EL-2h, Emergency Executive Succession**
(Assigned to Mr. Alan Orr)

Mr. Alan Orr reviewed the internal monitoring report entitled "EL-2h, Emergency Executive Succession" prepared by Ms. Andrea Cecchetto, Manager, Learning and Growth. He found the process to be well thought out and the report was satisfactory. The report confirmed that MPL is protected from sudden loss of CEO services and the continuance of key positions within the organization. There were no concerns or questions raised.

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Moved by: Mr. Alan Orr
Seconded by: Mrs. Yemisi Dina

RESOLVED THAT: the report entitled "Internal Monitoring Report – Executive Limitation EL-2h, Emergency Executive Succession" be received.

Carried.

6.0 **Ends:**

6.1 **Governance Process GP-2i Ends Policy Review Procedure (Chair's verbal reminder)**

This matter was deferred until the completion of MPL's Policy Governance documentation review and update by Catherine Raso, consultant, under agenda 4.1.

7.0 **Governance:**

7.1 **2012 Library Operating Budget Report**

Moved by: Mr. David Jones
Seconded by: Mr. John Webster

RESOLVED THAT: that the 2012 Town of Markham Grant in the amount of \$9,000,783 be approved;

And that the amended 2012 Operating Budget Expenditures of \$9,981,089 and Revenues of \$751,528 be approved;

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

Carried.

7.2 **2012 Library Capital Budget Report**

Moved by: Mr. Ted McDermott
Seconded by: Ms. Jennifer Yip

RESOLVED THAT: that the amended 2012 Capital Budget of \$2,090,700 for the Library's portion of the Town of Markham's 2012 Capital Budget be adopted;

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

Carried.

8.0 **Ownership Linkage:**

8.1 **Board Ownership Linkage arising from Policy Governance Training (Deferred from February Board meeting)**

Moved by: Ms. Marilyn Aspevig
Seconded by: Mr. Alan Orr

RESOLVED THAT: the report entitled "Board Ownership Linkage arising from Policy Governance Training" be received.

Carried.

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9.0 **Board Advocacy:**

9.1 **Chair's Report on the Milliken Mills Library Expansion Options Presentation to the General Committee of Council**

Moved by: Mr. Alan Orr
Seconded by: Councillor Howard Shore

RESOLVED THAT: the Chair's report on the March 19, 2012 presentation to General Committee of Council regarding the Milliken Mills Library Expansion/Renovation Project be received.

Carried.

10.0 **Education:**

10.1 **Board Education Plan** (Deferred from February Board meeting.)

Moved by: Mr. Justin Hung
Seconded by: Mr. Alan Orr

RESOLVED THAT: the report entitled "Board Education Plan" be received and that Board education topics be identified.

Carried.

The Chair handed out sticky notes for the members to write the topics and ideas that would be of interest and benefit to the Board.

The Board brought forward the following topics and ideas for Board education. Similar ideas were grouped together. The CEO will bring forward a plan for Board education at the next meeting.

- Board's potential exposure to external matters like pay equity and compensation
- - E-books and impact on reading patterns and usage of libraries;
 - Technology and the progress and innovation of e-books and other electronic innovations;
 - Impact of virtual libraries and e-books on the community, communications technology;
 - E-books and their change to the landscape
- Hold Board meetings in branches/branch visits in a reasonable cycle
- - Whole issue of Foundation to be focused on;
 - Foundation and its relation to the Town's budget process;
 - Donations and endowments;
 - Future revenue generation tools for public library – fundraising?
- - Annual informal joint meeting of the Library Board and Markham Council to discuss work and relationship to each other followed by simple reception;
 - Annual report to Council by the Chair and CEO
- - Possibility of developing a library in Armadale;
 - Year topic: Future look of libraries – physical? virtual? quiet? the new community centre?;
 - The Library of the future – what does that mean?;
 - How effective is the budget based on square foot per resident?

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- - Orientation on Library's role/linkages with other literacy-focused community organization;
- - Linkages/partnerships with other community groups such as School Boards (Public, Catholic, French), rate payers, church groups, business groups;
- - Effective method of advocacy – building relationships with other groups
- Look at behind the scenes of book sorting and handling
- Strategic Plan implementation
- Programs – exploration of all the programs offered in our library system
- How different is the C3 system from the previous system and from other systems in other libraries?

11.0 **Incidental Information**

None.

12.0 **New Business:**

- Mr. David Jones announced that he will be leaving the Library Board after the June Board meeting due to his other professional responsibilities. The Chair responded that Mr. Jones will be missed at the Library Board.
- Mr. Ted McDermott asked if the strike at the Toronto Public Library (TPL) has an impact on MPL, and if MPL could possibly pursue major speaking engagements, if any, that are being cancelled at TPL due to their strike. The CEO will inquire if there are such cancellations.
- In response to Mrs. Yemisi Dina's question about the TPL strike, the CEO confirmed that people from Toronto are welcome at Markham Public Library.
- Councillor Howard Shore informed the Board that a media forum on diversity was held on March 25, 2012 at the Markham Civic Centre. He commented that the Library is a natural venue for educational events.
- Councillor Howard Shore informed the Board of Markham Arts Council's interest in working with the Library to help facilitate contacts with speakers. The CEO confirmed that the Library and Markham Arts Council already have a good partnership on some projects.
- In response to Councillor Howard Shore's inquiry regarding the Public Sector Salary Disclosure, the CEO indicated that an update had been provided in the CEO's Highlights, September 2011.
- Mr. Sanjay Varma suggested that the Library be a venue for the public to showcase their written work and talent. The CEO will provide information in the CEO's Highlights regarding such activities previously done in the Library. She will also provide more information about the upcoming "One Book, One Community" project.

13.0 **Board Evaluation:**

13.1 **Questionnaire Results: The Board and the CEO** **(Deferred from the February Board meeting)**

Moved by: Mr. John Webster
Seconded by: Mr. David Jones

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RESOLVED THAT: the report entitled "Questionnaire Results: The Board and the CEO" be received.

Carried.

13.2 **Questionnaire: Feedback to the Chair**

The Chair asked the Board to complete the questionnaire entitled "Feedback to the Chair" and to submit it to Mrs. Sony Torre, Board Secretary, before they leave the meeting.

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

Moved by: Mr. John Webster

Seconded by: Regional Councillor Joe Li

RESOLVED THAT: the Board meet in camera at 8:10 p.m. to discuss a confidential personnel matter.

Carried.

Moved by: Mr. David Jones

Seconded by: Mr. John Webster

RESOLVED THAT: the Board return to its regular meeting at 9:14 p.m. and that the motions approved in camera be ratified.

Carried.

15.0 **Other Business**

Deputy Mayor Jack Heath suggested a yearly update on the Milliken Mills Library expansion/renovation project to keep abreast with its development.

16.0 **Adjournment**

Moved by Mr. Ted McDermott that the meeting be adjourned at 9:15 p.m.

