

AGENDA 2.1

TOWN OF MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, February 27, 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
Ms. Marilyn Aspevig
Mrs. Nicki Lawrence
Ms. Jennifer Yip
Mrs. Yemisi Dina
Mr. Alfred Kam
Councillor Howard Shore
Mr. David Jones
Mr. Sanjay Varma
Mr. John Webster (from no. 7.1)
Regional Councillor Joe Li (from no. 7.1)
Deputy Mayor Jack Heath (from no. 4.3)

Guests for Agenda 8.1 at 8:00 p.m. Mr. Brian Gregersen, Principal, WGD Architects, Inc.
Councillor Logan Kanapathi
Ms. Brenda Librecz, Commissioner, Community & Fire Services
Ms. Mary Creighton, Director of Recreation Services

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. Andrea Cecchetto, Manager, Learning & Growth
Mrs. Sony Torre, Board Secretary

Regrets: Mr. Ted McDermott
Mr. Alan Orr

1.0 Call to order/Approval of Agenda

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

Mrs. Nicki Lawrence suggested "e-reader" under New Business.

Moved by: Ms. Jennifer Yip

Seconded by: Mrs. Yemisi Dina

RESOLVED THAT: the agenda be approved.

Carried.

The order of the agenda was amended as follows:

7.0/7.1 Discussion of Policy Governance Training held on February 11, 2012 after Agenda 3.0

8.0/8.1 Milliken Mills Library Expansion Options Presentation at 8:00 p.m.

1.1 Declaration of conflict of interest

None.

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1.2 Delegation

None.

1.3 Chair's Remarks

Mrs. Deborah Jestin, Chair, thanked those who attended the annual Board dinner on January 27, 2012, and those who attended the Board Policy Governance training on February 11, 2012. She encouraged all Board members to attend the screening of "Brooks: The City of 100 Hellos" on March 3, 2012 at Angus Glen Library.

She also had an opportunity to visit a library in Halifax and picked up some information materials from their library.

2.0 Consent Agenda

Moved by: Mr. David Jones

Seconded by: Ms. Marilyn Aspevig

RESOLVED THAT: the Consent Agenda comprising of Agenda 2.0 to 2.3.9 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, January 23, 2012

2.2 Declaration of Due Diligence by the CEO

2.3 Communication and Correspondence:

2.3.1 yorkregion.com: "5 things you need to know"

2.3.2A Letter from Ms. L. Withers

2.3.2B CEO's reply to Ms. L. Withers

2.3.3 Economist & Sun: "Animation program in Angus Glen Library"

2.3.4 yorkregion.com: "Enthusiasm still strong as libraries enter digital age"

2.3.5 Card of thanks from Yvonne Kawaguchi, retired library staff

2.3.6 Ministry of Citizenship & Immigration: "Lincoln M. Alexander Award 2012"

2.3.7 Ministry of Citizenship & Immigration: "Newcomer Champion Awards"

2.3.8 English interpretation and 3 Sing Tao Chinese news articles

2.3.9 Globe & Mail: "The business of beautiful libraries"

Carried.

3.0 CEO's Highlights, February 2012

Moved by: Mr. Alfred Kam

Seconded by: Mrs. Nicki Lawrence

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

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Carried.

After Agenda 3.0 CEO's Highlights, February 2012, the Board discussed Agenda 7.0/7.1 Discussion of Policy Governance training held on February 11, 2012.

7.0 **Governance:**

7.1 **Discussion of Policy Governance Training held on February 11, 2012**

Moved by: Mrs. Yemisi Dina

Seconded by: Ms. Jennifer Yip

RESOLVED THAT: the report on Policy Governance training held on February 11, 2012 be received.

Carried.

Nine Board members and five staff attended a training session on the "Goals of Policy Development" conducted by Catherine Raso. The participants appreciated the valuable knowledge and information they gained from the Policy Governance training.

The Board continued with the order of the agenda and proceeded to Agenda 4.0.

4.0 **Annual Monthly Policy Review:**

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

4.1 **Governance Process Policy: GP-2e Committee Structure** (assigned to Ms. Jennifer Yip)

Ms. Jennifer Yip reviewed the wording of the Governance Process Policy "GP-2e Committee Structure" and was satisfied with its existing wording. She did not receive questions or comments from other Board members. There were no changes to the wording of GP-2e Policy.

Moved by: Ms. Jennifer Yip

Seconded by: Mr. Justin Hung

RESOLVED THAT: the verbal report from Ms. Jennifer Yip on the wording review of Governance Process Policy "GP-2e Committee Structure" be received.

Carried.

4.2 **Governance Process Policy: GP-2c Chair's Role** (assigned to Mrs. Nicki Lawrence)

Mrs. Nicki Lawrence reviewed the wording of the Governance Process Policy "GP-2c Chair's Role." She did not receive questions or comments from other Board members. She suggested the following changes:

- First sentence: Change the word "assures" to "ensures."
- Section .1A – Amend the first sentence of section .1A by inserting the phrase "and ensures an annual Board calendar is used" after the word "agenda." The revised sentence will read as follows: "The Chair is responsible for preparing agendas and ensures an annual Board agenda is used for Board meetings according to Board policy."

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Moved by: Mr. David Jones
Seconded by: Mr. Justin Hung

RESOLVED THAT: the changes in the wording of the Governance Process Policy "GP-2c Chair's Role" as suggested by Mrs. Nicki Lawrence be approved.

Carried.

4.3 **Board-CEO Linkage Policy: BCL-2e Chief Executive Performance** (assigned to Mr. John Webster)

Mr. John Webster reviewed the wording of the Board-CEO Linkage Policy "BCL-2e Chief Executive Performance." He did not receive questions or comments from other Board members. He did not see the need for any changes to the existing wording of the policy. He led the discussion.

The Board commented on the Chief Executive Performance process, as follows:

- Section 1 "CEO's Annual Summative Evaluation" which is a blank page needs more structure;
- Need for measureable goals;
- Need to measure effectiveness such as customer satisfaction survey, comparative statistics with other libraries that could be part of the appraisal;
- Measure Board's effectiveness and how satisfied are the stakeholders; Board to reach out to find out what stakeholders think about the Library;
- Some of the Board's Ends are too ambitious and difficult to measure.

The CEO confirmed that management is committed to the process of outcome measurements and that the Strategic Plan supports this process.

The CEO informed the Board that a monitoring report follow up arising from the Policy Governance training will be brought forward at the Board meeting in March.

Moved by: Mr. John Webster
Seconded by: Councillor Howard Shore

RESOLVED THAT: the verbal report from Mr. John Webster on the wording review of the Board-CEO Linkage Policy "BCL-2e Chief Executive Performance Review" be received.

Carried.

4.4 **Policy Governance Binder Update: Board-CEO Linkage BCL 2d Monitoring Executive Performance**

The Board received the updated BCL-2d Monitoring Executive Performance Policy 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 **Executive Limitation: EL-2e Financial Condition** (assigned to Mr. Sanjay Varma)

Mr. Sanjay Varma reviewed the internal monitoring report "EL-2e Financial Condition" prepared by Mr. Larry Pogue, Director of Administration. He found the financial statements satisfactory and balanced. There were no anomalies and the variances were explained with no concern.

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Mr. Varma asked for more information on Program Fees (8800), Library Materials, Processing and Supplies (4200) and Contracts and Service Agreements (5300). Mr. Hung asked clarification on Professional Services/collection agency (5600). The CEO and Mr. Larry Pogue, Director of Administration, provided satisfactory information.

At the Board meeting in June 2012, the CEO will provide the Board with information on the impact of earlier notification of fines.

Moved by: Mr. Sanjay Varma
Seconded by: Mrs. Nicki Lawrence

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

Carried.

6.0 **Ends**

None.

7.0 **Governance:**

7.1 **Discussion of Policy Governance Training held on February 11, 2012
(See section after Agenda 3.0)**

8.0 **Ownership Linkage: (Presentation at 8:00 p.m.)**

8.1 **Milliken Mills Library Expansion Options Presentation**

The Board welcomed the following guests: Mr. Brian Gregersen, Principal, WGD Architects, Inc., Councillor Logan Kanapathi, Ms. Brenda Librecz, Commissioner of Community and Fire Services, and Ms. Mary Creighton, Director of Recreation Services.

For the benefit of the new Board members, the Board requested the feasibility study consultant, Mr. Brain Gregersen, to make his presentation on the expansion options for Milliken Mills Library that were presented to the Board two years ago, including how option 3 was decided upon.

Ms. Brenda Librecz, Commissioner of Community and Fire Services informed the Board that the Library's report in 2011 on the Milliken Mills Library expansion was deferred for discussion at Council's workshop on March 30, 2012. She also updated the Board on Markham's integrated approach to community services.

The Board discussed the options for Milliken Mills Library and expressed its desire to advocate to Council the expansion of Milliken Mills Library as soon as possible.

Moved by: Mr. David Jones
Seconded by: Councillor Howard Shore

RESOLVED THAT: the report entitled "Milliken Mills Library Expansion Options Presentation" be received;

AND THAT the Board make a representation to the General Committee of Council to present the Board's preferred position (Option 3) for the expansion of Milliken Mills Library;

AND THAT the Board recommends the inclusion of the Milliken Mills expansion project in the 2013 budget.

Carried.

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8.2 **Board Ownership Linkage arising from Policy Governance Training**

The Board was not able to complete its discussion on this topic due to limited time. The Board deferred this topic to the Board meeting in March.

9.0 **Board Advocacy**

None.

10.0 **Education:**

10.1 **Board Education Plan**

The Board deferred this topic to the Board meeting in March.

10.2 **Strategic Plan Update: Theme 4: Learn for Your Life**

Ms. Deborah Walker, Director, Strategy and Innovation, made a presentation on the Strategic Plan, Theme 4: Learn for Your Life.

Mr. John Webster, on behalf of the Board, wholeheartedly thanked and congratulated all staff who had been working on the Strategic Plan.

Moved by: Mr. John Webster
Seconded by: Mrs. Nicki Lawrence

RESOLVED THAT: the report entitled *Strategic Plan Update: Theme 4: Learn for Your Life* be received;

THAT the Board endorse the draft Strategic Plan;

AND THAT staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried.

10.3 **OLA Superconference** **(verbal report from Ms. Marilyn Aspevig)**

Ms. Marilyn Aspevig was pleased to attend the OLA Superconference held at the Metro Toronto Convention Centre on February 1-4, 2012. She attended the following three workshops that focused on governance and the role of the Board member/trustee:

- (A) Building Credibility and Value in the Municipal Environment presented by Anne Marie Madziak, Consultant, SOLS
- (B) Ontario's Public Libraries Act: Understanding and Compliance presented by Margie Singleton, CEO, Vaughan Public Library, Rod Sawyer, Library Services Advisor, Adam Haviaris, Culture Services Advisor, Ontario Ministry of Tourism, Culture and Sport
- (C) Troubleshooting A Library Board presented by Jane Hilton, Past President, OLBA, Lynn Humfress-Trute, Citizen Appointee, Middlesex County Library Board

Ms. Aspevig related relevant information from all three workshops, and distributed a handout that was part of the second workshop: PLA Questions and Answers. The websites given on the handout are Ministry websites and concern public library boards, library governance, library finance and administration, fees and many other matters related to public libraries.

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Ms. Aspevig thanked the Board for the opportunity to attend the OLA Superconference. One of the most valuable parts of her experience at the conference was learning about the good resources available to Board members. She encouraged the Board to check out the website of the Ontario Libraries' Board Association (OLBA) for valuable information and resources available to Board members.

11.0 Incidental Information

None.

12.0 New Business:

12.1 e-readers

Mrs. Nicki Lawrence suggested the topic of e-readers. Due to limited time, this topic will be deferred to the Board meeting in April.

13.0 Board Evaluation:

13.1 Questionnaire Results: The Board and the CEO

This item was deferred to the Board meeting in March.

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

Moved by: Mr. David Jones

Seconded by: Mr. John Webster

RESOLVED THAT: the Board meet in camera at 10:38 p.m. to discuss a confidential personnel matter.

Carried.

Moved by: Mr. David Jones

Seconded by: Mr. Alfred Kam

RESOLVED THAT: the Board return to its regular meeting at 11:08 p.m. and that the motions approved in camera be ratified.

Carried.

15.0 Adjournment

Moved by Mr. David Jones that the meeting be adjourned at 11:10 p.m.

