

TOWN OF MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, September 19, 2011, 7:20 p.m., Markham Village Library, Program Room, Main Level, 6031 Highway 7, Markham

Present from Board: Mr. Edward McDermott, interim Chair
Ms. Marilyn Aspevig
Mrs. Yemisi Dina
Ms. Cheryl Giblon, guest, past Chair
Deputy Mayor Jack Heath
Mr. Justin Hung, past Vice-Chair
Mrs. Deborah Jestin
Mr. David Jones
Mr. Alfred Kam
Regional Councillor Joe Li
Mr. Alan Orr
Councillor Howard Shore (up to 10.1)
Mr. Sanjay Varma
Mr. John Webster
Ms. Jennifer Yip

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
Ms. Andrea Cecchetto, Manager, Learning & Growth
Mrs. Diane Macklin, Manager, Marketing & Community Development
Mrs. Sony Torre, Board Secretary

Regrets: Ms. Monica Lawrence

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

Mr. Justin Hung, past Vice-Chair, called the meeting to order at 7:20 p.m.

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

RESOLVED THAT: the agenda be approved.

Carried.

1.1 **Declaration of conflict of interest**

None.

1.2 **Chair's Remarks**

The Board agreed to the Mr. Justin Hung's suggestion that the order of the agenda be revised and that Agenda 7.1 "Exception to the terms of the Annual General Meeting" be discussed first, as follows:

AGENDA 2.1

7.1 Exception to the terms of the Annual General Meeting

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

RESOLVED THAT: a one time exception to the Town of Markham Public Library Board By-Laws, Section 4.3 under Annual General meeting, be approved;

AND THAT the Annual General Meeting of the newly appointed Library Board be held on October 24, 2011;

AND THAT an interim Chair be appointed who would be precluded from running for the position of Chair or Vice Chair at the Annual General Meeting in October.

Carried.

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

RESOLVED THAT: the declaration of interest by the Board members in standing for the positions of Chair and Vice-Chair be discussed.

Carried.

Mr. David Jones and Mr. Justin Hung expressed their interest in standing for the position of Chair to be elected at the Annual General Meeting on October 24, 2011.

Councillor Howard Shore nominated Mr. Edward McDermott to act as interim Chair.

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

RESOLVED THAT: Mr. Edward McDermott be appointed as interim Chair.

Carried.

Mr. Edward McDermott agreed to act as interim Chair. He chaired the rest of the meeting.

2.0 Consent Agenda:

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

RESOLVED THAT: the Consent Agenda comprising of Agenda 2.0 to 2.4 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 meeting, June 27, 2011

2.2 Declaration of Due Diligence by the CEO

AGENDA 2.1

2.3 Communication and Correspondence:

- 2.3.1 June 21, 2011, University of Toronto/Faculty of Information: "Catherine Biss receives FIAA Outstanding Alumni Award"
- 2.3.2 June 27, 2011, yorkregion.com: "Renovated Thornhill library centerpiece for 40th anniversary party"
- 2.3.3 July 4, 2011, yorkregion.com: "Markham library event cancelled for funeral"
- 2.3.4 July 14, 2011, Economist: "Library celebrates 40 years"
- 2.3.5 July 9, 2011, The Windsor Star/Gord Henderson: "Bringing libraries into the 21st century"
- 2.3.6 July 11, 2011, Letter of thanks to/from Mr. Mahendra Naik
- 2.3.7 July 16, 2011, Economist: "Board games monopolize Thursday"
- 2.3.8 August 21, 2011, Globe & Mail: "The Library is not just a book warehouse anymore"
- 2.3.9 August 22, 2011, thestar.com: "Turning the page on sleek architecture"
- 2.3.10 Summer 2011, Thornhill Seniors Centre, "The Buzz": "Literacy lives!"

2.4 Board meetings and meeting agenda planning dates for the remainder of 2011 and 2012

Carried.

Moved by: Mr. John Webster
Seconded by: Mrs. Deborah Jestin

RESOLVED THAT: the Board express its appreciation to Mr. Moe Hosseini-Ara, Director of Service Excellence, for participating in a CBC radio discussion on the Library's impact in the community and creating positive interest in Markham Public Library.

Carried.

3.0 CEO's Highlights, September 2011

Moved by: Councillor Howard Shore
Seconded by: Mrs. Deborah Jestin

RESOLVED THAT: the CEO's Highlights, September 2011 be received.

Carried.

The Board discussed the public service statistics particularly the customer visits in Milliken Mills and the timeline for the C3 project. The CEO will provide more information in her CEO's Highlights in October.

4.0 Annual Monthly Policy Review: (The wording of policies is reviewed annually by a member.)

4.1 Governance Process: GP-1 Global Government Commitment Policy

Mr. David Jones reviewed the policy entitled "GP-1 Global Government Commitment Policy." He was satisfied with the wording of the policy. There were no questions from the Board.

AGENDA 2.1

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

RESOLVED THAT: the verbal report of Mr. David Jones to continue with the existing wording of the “GP-1 Global Government Commitment Policy” be received.

Carried.

4.2 **Board-CEO Linkage: BCL-1 Global Governance-Management Connection Policy**

Mr. John Webster reviewed the policy entitled “BCL-1 Global Governance-Management Policy.” He was satisfied with the wording of the policy. There were no questions from the Board.

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

RESOLVED THAT: the verbal report of Mr. John Webster to continue with the existing wording of the “BCL-1 Global Governance-Management Policy” be received.

Carried.

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**

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

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 2012 Draft Operating and Capital Budget submissions as described in this report;

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

Carried.

Mr. Justin Hung reviewed the report entitled “Executive Limitation EL-2d Budgeting/Forecasting” and inquired about Project 12323 Library Collections. The CEO explained that most library materials have now been capitalized under the new accounting rules because they are considered tangible capital assets. However, electronic resources (e-books) have remained in the operating budget as they have not been considered tangible capital assets.

5.2 **Internal Monitoring Report: Executive Limitation EL-2k Communications and Counsel to the Board (June to September 2011)**

Mrs. Deborah Jestin reviewed the report entitled “Executive Limitation EL-2k Communications and Counsel to the Board.” She found the report satisfactory and no questions were received from other Board members

Moved by: Mrs. Deborah Jestin
Seconded by: Mr. Sanjay Varma

AGENDA 2.1

RESOLVED THAT: the Board receives the report entitled “Executive Limitation EL-2k Communication and Counsel to the Board (June to September 2011)”;

AND THAT newly appointed Board members complete the Expertise and Skill Sets Checklist and submit the completed checklist to the Board Secretary.

Carried.

6.0 **Ends**

None.

7.0 **Governance:**

7.1 **Exception to the terms of the Annual General Meeting**

This item was discussed earlier in the evening.

7.2 **Board Agenda Planning**

Moved by: Mr. John Webster

Seconded by: Ms. Jennifer Yip

RESOLVED THAT: the “Board Agenda Planner: Policy Governance Requirements” schedule be received;

AND THAT the details of the agenda planning process as outlined in the Governance Process Policy GP-2f “Agenda Planning” be determined by the newly appointed Library Board including Board members’ assignments on reviewing policies.

Carried.

The Board Secretary will prepare a schedule of the Board members’ assignments for the October Board meeting. She will also coordinate the mentoring system among the returning and new Board members.

7.3 **Board Meeting Attendance Record, January to June 2011**

Moved by: Mrs. Yemisi Dina

Seconded by: Mr. Alfred Kam

RESOLVED THAT: the “Board Meeting Attendance Record, January to June 2011” be received.

Carried.

The Library Board’s meeting attendance record is provided annually for information. On a regular year, the attendance record of the previous year will be provided in the January Board package.

8.0 **Ownership Linkage**

None.

9.0 **Board Advocacy**

None.

AGENDA 2.1

10.0 Education:

10.1 Strategic Plan Update & Work Plan (Presentation by Deborah Walker, Director of Strategy & Innovation)

Moved by: Ms. Deborah Jestin

Seconded by: Mr. Alan Orr

RESOLVED THAT: the Strategic Plan Update and Work Plan be received;

AND THAT Board questions and feedback regarding the Strategic Plan Update and Work Plan be provided to the Board Secretary for discussion as an agenda item at the October Board meeting.

Carried.

The Board thanked Ms. Deborah Walker, Director of Strategy & Innovation, for her high level presentation on MPL's Strategic Plan update and work plan 2012. The Board will discuss it further in October.

11.0 Incidental Information

11.1 Annual Library Celebration

Moved by: Mr. David Jones

Seconded by: Mr. Justin Hung

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.

Moved by: Mr. David Jones

Seconded by: Mr. Justin Hung

RESOLVED THAT: the Chair and Vice-Chair to be elected at the October Board meeting be members of the Board Committee who will organize the annual Library celebration with the assistance of staff, and establish the date and venue.

Carried.

11.2 Annual Board Dinner

Moved by: Mr. Alfred Kam

Seconded by: Mr. Alan Orr

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 act as the Board volunteer who will plan and coordinate this event.

12.0 **New Business:**

12.1 **Provincial All Candidates' Meeting**

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

RESOLVED THAT: the Board proceed with the All Candidates' meeting for the 2011 provincial election with publicity support, and act as moderator for the meeting at the Angus Glen Library on September 24, 2011.

Carried.

Ms. Diane Macklin, Manager of Marketing & Community Development, provided background information on the Library's role in hosting all candidates' meetings during provincial or federal elections. These meetings fulfill the Board Ends, playing an essential, non-partisan role in linking voters to the information they need to make informed choices.

Mr. Edward McDermott agreed to act as the moderator for the all candidates' meeting. He requested other Board members to attend the meeting on September 24, 2011.

13.0 **In Camera Agenda (to discuss a confidential personnel matter)**

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

RESOLVED THAT: the Board meets in camera at 9:10 p.m. to discuss a confidential personnel matter.

Carried.

Moved by: Mr. David Jones
Seconded by: Ms. Marilyn Aspevig

RESOLVED THAT: the Board returns to its regular meeting at 9:30 p.m. and that the motions approved in camera be ratified.

Carried.

14.0 **Board Evaluation**

The Board deferred the questionnaire entitled "Conduct of the Board" to the October Board meeting to enable the newly appointed members to understand the process.

15.0 **Other Business:**

15.1 **Letter of Appreciation to past Board members**

Moved by: Mr. David Jones
Seconded by: Deputy Mayor Jack Heath

RESOLVED THAT: the Board sends a letter of appreciation to past members who had served the Library Board from 2007 to September 2011.

Carried.

AGENDA 2.1

15.2 Comments & suggestions from Deputy Mayor Jack Heath

Deputy Mayor Jack Heath thanked the Library Board members for their patience with the citizen appointment process, and apologized for the short notice between the effective date of the Board's new term on September 7, 2011 and the first regular meeting on September 19, 2011.

He suggested that the Board re-visits its strategies and align them with the Town's budget.

Staff is determining the appropriate meeting room set-up so that members and staff can hear each other better during Board meetings.

16.0 Adjournment

Moved by Mr. Alfred Kam that the meeting be adjourned at 9:35 p.m.