

TOWN OF MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of meeting held on Monday, June 27, 2011, 7:00 p.m., Markham Village Library, Program Room, Main Level, 6031 Highway 7, Markham

Present from Board: Ms. Cheryl Giblon, Chair
Mr. Justin Hung, Vice Chair
Mr. David Jones
Mr. John Webster
Ms. Ada Leung
Ms. Lan Sum
Mr. Edward McDermott
Regional Councillor Joe Li
Councillor Howard Shore (from 5.4)

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Mr. Larry Pogue, Director, Administration
Mr. Chris Sheehy, Library Facilities & Properties Coordinator
Mrs. Sony Torre, Board Secretary

Regrets: Mrs. Deborah Jestin
Deputy Mayor Jack Heath

1.0 Call to order/Approval of agenda

The Chair called the meeting to order at 7:00 p.m.

Moved by: Ms. Ada Leung
Seconded by: Ms. Lan Sum

RESOLVED THAT: the agenda be approved.

Carried.

1.1 Declaration of conflict of interest

None.

1.2 Chair's Remarks

The Chair was pleased to visit the beautifully renovated Thornhill Community Centre Library when it reopened to the public on June 15, 2011. She reminded the Board to attend the 40th anniversary celebration of MPL to be held on July 5, 2011, 10:30 a.m. at the Thornhill Community Centre Library.

The Chair had been in contact with the Town's Clerks Department regarding the citizen appointments to the Library Board. The appointments would most likely be in place by September.

AGENDA 2.1

2.0 Consent Agenda:

There were no items to be discussed under the Consent Agenda.

Moved by: Mr. David Jones

Seconded by: Mr. Justin Hung

RESOLVED THAT: the Consent Agenda comprising of Agenda 2.0 to 2.3.7 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, May 30, 2011

2.2 Declaration of Due Diligence by the CEO

2.3 Communication and Correspondence:

2.3.1 May 25, 2011, Toronto Star: "Toronto schools get kids to love books"

2.3.2 May 26, 2011, parentcentral.ca" "Public outcry forces Windsor Catholic Board to reconsider library staff layoffs"

2.3.3 May 13, 2011, Yorkregion.com: "School libraries: dying or different?"

2.3.4 May 2011, Card of thanks from Nancy Gillespie, retired library staff

2.3.5 May 2011, Ministry of Citizenship & Immigration: "Ontario Medal for good citizenship"

2.3.6 June 6, 2011, Yorkregion.com/Economist: "New Markham community centre planned"

2.3.7 June 7, 2011, Board Chair's letter of sympathy to Slave Lake Regional Library Board.

Carried.

3.0 CEO's Highlights, June 2011

Moved by: Mr. Edward McDermott

Seconded by: Mr. John Webster

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

Carried.

4.0 Annual Monthly Policy Review:

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

4.1 Governance Process: GP-2i Ends Policy Review Procedure

Ms. Lan Sum reviewed the policy entitled "GP-2i Ends Policy Review Procedure." She was satisfied with the wording of the policy. There were no questions from the Board.

Moved by: Ms. Lan Sum

Seconded by: Mr. Edward McDermott

AGENDA 2.1

RESOLVED THAT: the verbal report of Ms. Lan Sum to continue with the existing wording of the “GP-2i Ends Policy Review Procedure” 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-2i Community Relations**

Moved by: Ms. Lan Sum

Seconded by: Mr. Edward McDermott

RESOLVED THAT: the report entitled “Executive Limitation EL-2i Community Relations” be received as written.

Carried.

Ms. Lan Sum reviewed the report entitled “Executive Limitation EL-2i Community Relations” and opened the discussion.

To raise public awareness of library activities and services, the Board identified the following action items for future discussion:

- Do more ads for e-books.
- Develop good social media based communications/advertising.
- Promote library programs such as the multicultural event that recently took place in Thornhill Community Centre Library in June, 2011.

5.2 **Internal Monitoring Report: Executive Limitation EL-2j Compensation and Benefits**

Moved by: Mr. Justin Hung

Seconded by: Mr. Edward McDermott

RESOLVED THAT: the report entitled “Executive Limitation EL-2j Compensation and Benefits” be received as written.

Carried.

Mr. Justin Hung reviewed the report entitled “Executive Limitation EL-2j Compensation and Benefits.” He found the report satisfactory and no questions were received from other Board members.

Mr. Hung opened the discussion regarding the impact of job evaluation on compensation. The CEO responded that MPL conducts a Job Evaluation process with assistance from the Town. While there are a few adjustments in compensation resulting from this process, it has been determined that the vast majority of positions were being compensated appropriately.

5.3 **Internal Monitoring Report: Executive Limitation Executive Limitation EL-2k Communication and Counsel to the Board**

Mr. David Jones, on behalf of Mrs. Deborah Jestin, reviewed the report entitled “Executive Limitation EL-2k Communication and Counsel to the Board.” He found the report comprehensive and other Board members had no questions.

Moved by: Mr. David Jones

Seconded by: Mr. John Webster

AGENDA 2.1

RESOLVED THAT: the report entitled “Executive Limitation EL-2k Communication and Counsel to the Board” be received as written.

Carried.

5.4 **Preliminary 2012 Capital Budget Report**

Moved by: Mr. John Webster

Seconded by: Ms. Lan Sum

RESOLVED THAT: the Board endorses the Library Capital Budget projects going forward in the Town of Markham’s 2012 budget process.

Carried.

Mr. Larry Pogue, Director of Administration, updated the Board on the 2012 budget process.

The Board reviewed the preliminary 2012 capital budget report and discussed the following topics:

- Library service during renovation:
It is necessary to provide temporary library service when a library branch is closed for renovation. Library service can be delivered through a portable library, book mobile, or a designated room within a community centre as a temporary library.
- Impact of the E-Commerce (online payment) system on the collection of fines:
The CEO explained that the e-commerce module will allow customers to pay fines both in person and remotely using electronic payment. It will most likely maintain the level of fines collected but not increase it.
- Possibility of moving e-books expenditure from operating budget to capital budget:
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 have remained in the operating budget as they have not been considered tangible capital assets. This process will be discussed with the Library’s auditor and Town’s finance staff.

6.0 **Ends:**

6.1 **Policy Governance Binder Update: E-1 Global Ends Policy**

The Board received the following updates to the Policy Governance binder:

- (1) Table of Contents
- (2) E-1 Global Ends Policy

7.0 **Governance**

7.1 **Exception to the terms of the Chair and Vice Chair**

Moved by: Mr. John Webster

Seconded by: Mr. David Jones

RESOLVED THAT: a one time exception to the Town of Markham Public Library Board By-Laws, Sections 3.1 and 3.2 under Board Officers, wherein the Board elects the Chair and Vice Chair for a one-year term be approved;

AGENDA 2.1

AND THAT upon receipt of the citizen appointments to the Library Board for the term 2010-2014, the Chair and the Vice Chair who would be elected at the Annual General Meeting shall serve the remainder of 2011 up to the next Annual General Meeting in January 2013.

Carried.

Due to the several months delay in citizen appointments to the Library Board, it is in the best interest of the Library Board if the elected Board officers start their terms immediately after the Annual General Meeting in late 2011 up to the next Annual General Meeting in January 2013.

Mr. Edward McDermott suggested that the wording of the by-law be reviewed at a future board meeting.

7.2 Board meetings in September and November, 2011

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

RESOLVED THAT: the request to change the Board meeting dates from September 26 to September 19 and from November 28 to November 21, 2011 be approved.

Carried.

The CEO will be participating in the European Library Study tour from September 25 to October 3, 2011. Advancing the Board meeting to September 19, 2011 would allow her to preside over the Annual General meeting, should it take place in September.

The Board meeting scheduled for November 28, 2011 is only two weeks apart from the meeting on December 12, 2011. December is a short month due to the holiday season. Advancing the meeting to November 21, 2011 would allow staff to provide the Board with more substantial monitoring reports.

7.3 Delegation of Board authority over the summer

Moved by: Ms. Lan Sum
Seconded by: Councillor Howard Shore

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 Chair asked the Board to provide the Board Secretary with their summer contact information and the dates they are not available over the summer.

7.4 Other Business:

The Chair referred to a previous Board motion wherein "nominations may be declared informally one month prior and up to and including the annual General Meeting." As the Annual General Meeting may take place in September, the Chair invited Board members to declare their interest in standing for Board officer positions.

AGENDA 2.1

The Chair declared that she is not standing for a Board officer position. No one declared an interest in standing for an officer position at this time as they await the completion of the Town's selection process.

8.0 Ownership Linkage:

8.1 Strategic Plan 2011+ Update

Moved by: Mr. David Jones

Seconded by: Mr. Edward McDermott

RESOLVED THAT: the Strategic Plan 2011+ Update be received.

Carried.

The CEO updated the Board with a high-level draft Strategy Map that integrates the Board's recent Ends Policy Discussion, feedback from the staff consultation process, and senior management discussion.

Over the summer, staff will be seeking community input to the plan through an electronic and print survey instrument.

Staff and community feedback will be incorporated into the final strategic plan report which will be presented to the Board in the fall.

The official launch and rollout of MPL's Strategic Plan 2011+ will follow.

9.0 Board Advocacy

None.

10.0 Education:

10.1 American Library Association ALA Office for Information Technology Policy: Confronting the Future, Strategic Visions for the 21st Century Public Library

The Chair thanked Mr. David Jones for providing the Board with the an article from the American Library Association ALA Office for Information Technology Policy entitled "Confronting the Future, Strategic Visions for the 21st Century Public Library." The article is a summary of trends in the United States regarding their strategic visions.

In response to the Board's inquiry on the C3 project, the CEO reported that conversion of the adult and children's nonfiction collections at Thornhill Community and Thornhill Village branches has been completed. Discussion with the consultant on the commercialization of the C3 system is going well. An update report will be provided to the Board for the meeting in September.

11.0 Incidental Information

None.

12.0 **New Business:**

12.1 **MPL's 40th Anniversary**

2011 marks the 40th anniversary of Markham Public Library. In 1971, Council enacted a bylaw that established a public library for the Corporation of the Town of Markham. This brought together the libraries of Thornhill, Unionville, and Markham under one organization.

All Board members were invited to attend the celebration on July 5, 2011, 10:30 a.m. at the Thornhill Community Centre Library.

12.2 **Mr. Mahendra Naik's resignation from the Library Board**

Moved by: Councillor Howard Shore
Seconded by: Mr. Justin Hung

RESOLVED THAT: the resignation of Mr. Mahendra Naik from the Town of Markham Public Library Board be accepted with thanks.

Carried.

12.3 **Other Business:**

Mr. John Webster expressed the Board's appreciation to staff for their exceptional written reports to the Board. He also thanked staff for complying with the Board's request for agenda numbering on all pages of the Board meeting package.

13.0 **In Camera Agenda**

None.

14.0 **Board Evaluation:**

14.1 **Questionnaire results: Performance of Individual Board Members**

Board members were pleased with the questionnaire results on the performance of individual Board members. There were no questions received on the questionnaire results.

15.0 **Adjournment**

Ms. Cheryl Giblon, Chair, expressed her sincere appreciation to the Board members for their due diligence, excellent work relationships, and thoughtful discussions at Board meetings. She also thanked the Town of Markham and their staff for their support. She is proud of the tremendous work of Catherine Biss, CEO, and the library staff.

Moved by Ms. Ada Leung that the meeting be adjourned at 8:15 p.m.