

TOWN OF MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

**Minutes of meeting held on Monday, April 18, 2011, 7:01 p.m., Markham Village Library, Program Room, Main Level, 6031 Highway 7, Markham**

Present from Board: Mr. Justin Hung, Vice Chair  
Mr. Edward McDermott  
Mrs. Deborah Jestin  
Ms. Ada Leung  
Mr. John Webster  
Ms. Lan Sum  
Mr. David Jones (from 2.0)  
Deputy Mayor Jack Heath (from 12.0)

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer  
Mr. Larry Pogue, Director, Administration  
Ms. Deborah Walker, Director, Library Strategy & Innovation  
Ms. Andrea Cecchetto, Manager, Learning and Growth  
Mrs. Sony Torre, Board Secretary

Regrets: Ms. Cheryl Giblon, Chair  
Councillor Alex Chiu  
Mr. Mahendra Naik

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

In the absence of Ms. Cheryl Giblon, Chair, the Vice Chair, Mr. Justin Hung, chaired the meeting. He called the meeting to order at 7:01 p.m.

Moved by: Ms. Lan Sum  
Seconded by: Mr. John Webster

**RESOLVED THAT: the agenda be approved.**

Carried.

1.1 **Declaration of Conflict of Interest**

None.

1.2 **Delegation (Ownership/Linkages)**

None.

1.3 **Vice Chair's Remarks**

The Vice Chair thanked Mr. Edward McDermott for volunteering to act as moderator at the All Candidates' meeting organized by the Library. It will be held on April 27, 2011, 8:15 p.m.-10:00 p.m. at the Thornhill Community Centre.

## 2.0 **Consent Agenda**

There were no items to be discussed under the consent agenda.

Moved by: Mr. Edward McDermott  
Seconded by: Ms. Ada Leung

**RESOLVED THAT: the consent agenda be received;**

**AND THAT the Consent Agenda comprising of Agenda 2.0 to 2.3.6 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:**

- 2.1 Minutes of meeting, March 28, 2011
- 2.2 Declaration of Due Diligence by the CEO
- 2.3 Communication and Correspondence:
  - 2.3.1 Board Chair's letter to Town Clerk and "A letter of deep appreciation and support" from Siobhan Stevenson, Ph.D., Assistant Professor, University of Toronto
  - 2.3.2 Vice Chair's greetings at the "19<sup>th</sup> Battle of the Books" competition on April 5, 2011, Edward T. Crowle Public School
  - 2.3.3 April 6-10, 2011 "A message of thanks to volunteers" in celebration of National Volunteer Week
  - 2.3.4 Email regarding Library Board's presentation to General Committee of Council
  - 2.3.5 Town of Markham Revised Board Committee Policy (Final approved at March 20, 2011 Council)
  - 2.3.6 Town of Markham Council Appointments for the term 2010-2014

Carried.

## 3.0 **CEO's Highlights, April 2011**

Moved by: Mr. Edward McDermott  
Seconded by: Ms. Lan Sum

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

Carried.

The Board discussed the section on "Turnover Rate" and noted duplication on the subject line Psychology on pages 11 and 15 of the report. The CEO will include a clarification in her report for the May Board meeting.

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

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

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

### 4.1 **Policy Wording Review: Governance Process** **Policy Title: GP-2g Board Members' Code of Conduct**

Mr. David Jones reviewed the policy entitled "GP-2g Board Members' Code of Conduct." He was satisfied with the wording of the policy. There were no questions from the Board.

Moved by: Mr. David Jones  
Seconded by: Ms. Lan Sum

**RESOLVED THAT: the verbal report of Mr. David Jones to continue with the existing “Board Members’ Code of Conduct Policy” be received.**

Carried.

4.2 **Internal Monitoring Report: Executive Limitation EL-2d Budgeting/Forecasting**

Moved by: Mrs. Deborah Jestin

Seconded by: Mr. Edward McDermott

**RESOLVED THAT: the report entitled “Executive Limitation EL-2d Budgeting/Forecasting” be received.**

Carried.

Ms. Ada Leung reviewed the report entitled “Executive Limitation EL-2d, Budgeting/Forecasting” and opened the discussion.

The CEO and staff responded to the Board’s inquiries on the following projects:

- (a) Project 11115 3M Equipment Lifecycle Phase 3 of 3 – Unionville Branch:  
MPL’s original 3M equipment is at or beyond the end of its lifecycle and is being replaced over a 3-year period (2008-2011).
- (b) Project 11420 Library Collections-Processing Supplies:  
These Library Collections budgets were formerly included in the annual Operating Budget and have now been shifted permanently to the Capital Budget.
- (c) Professional services expenditure/allocation for collection agency fees:  
Staff confirmed that a process is in place to collect fines and recover books internally as well as through a professional collection agency.

4.3 **Internal Monitoring Report: Executive Limitation EL-2f Asset Protection**

Moved by: Mr. David Jones

Seconded by: Ms. Ada Leung

**RESOLVED THAT: the report entitled “Executive Limitation EL-2f Asset Protection” be received.**

Carried.

Ms. Ada Leung reviewed the report entitled “Executive Limitation EL-2f, Asset Protection” and opened the discussion. The Vice Chair called the Board’s attention to the section on the update on the C3 project. The CEO confirmed that the Library has requested an update on the C3 copyright process from Miltons IP, a legal firm in Ottawa.

5.0 **Ends:**

5.1 **Ends Policy Discussion – CEO Comments**

In the absence of the Chair who is leading the discussion on the Ends Policy, the Vice Chair suggested that the discussion be deferred to the regular meeting in May.

Moved by: Ms. Lan Sum  
Seconded by: Mr. John Webster

**RESOLVED THAT: the Board defer the discussion on the “Ends Policy-CEO Comments” to its regular meeting in May.**

Carried.

6.0 **Governance:**

6.1 **2011 Library Operating Budget**

Moved by: Ms. Lan Sum  
Seconded by: Mrs. Deborah Jestin

**RESOLVED THAT: the Board adopts the amended 2011 Operating Budget Expenditures of \$9,279,215 and Revenues of \$675,416;**

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

Carried.

The Operating budget was discussed and it was noted that most of the funding for Library Materials has been transferred to the Capital Budget due to changes in the accounting rules, as had been discussed in the March Board Meeting (item 10.1 “2011 Capital Budget Report”). Since most materials are now considered Tangible Capital Assets, there was a discussion about obtaining funding for the replacement of these assets upon reaching the end of their designated lifespan. The CEO will explore this possibility and will bring a response back to the Board at a later date.

7.0 **Ownership Linkage**

None.

8.0 **Board Advocacy**

None.

9.0 **Education**

None.

10.0 **Incidental Information**

None.

11.0 **New Business:**

11.1 **Federal All Candidates’ Meeting**

The Vice Chair requested Mr. Edward McDermott to give a verbal report on the All Candidates meeting at the May Board meeting.

Mr. David Jones shared his personal experience at another all candidates’ meeting in Markham where he acted as moderator.

**Other Business:**

- The Vice Chair will attend the SOLS Trustee Council #5 meeting on April 30, 2011 at Bridgenorth, Ontario and will give a verbal report at the next Board meeting.
- The Council appointments to the Library Board for the term 2010-2014 are Deputy Mayor Jack Heath, Regional Councillor Joe Li, and Councillor Howard Shore.
- The target date to re-open Thornhill Community Centre Library is June 15, 2011. All Board members will be invited to attend. Mr. John Webster offered his services as Town Crier for the re-opening event.

12.0 **Board Evaluation:**

12.1 **Questionnaire results: Feedback to the Chair**

The Vice Chair suggested that this matter be deferred to the Board meeting in May.

13.0 **Adjournment**

Moved by Mr. David Jones that the meeting be adjourned at 7:50 p.m.