

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Monday, February 24, 2020 7:01 p.m., Markham Village Library, Program Room, 6031 Highway 7 East L3P 3A7

Present from Board: Mr. Alick Siu, Chair
Ms. Margaret McGrory, Vice-Chair
Mrs. Pearl Mantell
Mr. Ben Hendriks
Deputy Mayor Don Hamilton
Mr. Jay Xie
Mr. David Whetham
Mr. Raymond Chan
Ms. Iqra Awan
Mr. Edward Choi (from 3.0)

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Ms. Andrea Cecchetto, Director, Service Excellence
Mrs. Diane Macklin, Director, Community Engagement
Ms. Michelle Sawh, Director, Administration
Ms. Debbie Walker, Director, Library Strategy & Planning
Ms. Polly Chan, Financial Analyst
Mr. Shaun McDonough, Research Analyst
Mrs. Susan Price, Board Secretary

Regrets: Councillor Andrew Keyes
Mr. Anthony Lewis
Mr. Councillor Keith Irish
Mr. Les Chapman
Mrs. Lillian Tolensky
Youth Representative: Ms. Timea Gergely

1.0 **Call to Order/Approval of Agenda**

Mr. Alick Siu, Chair called the meeting to order at 7:01 p.m.

Moved by Deputy Mayor Don Hamilton
Seconded by Mr. Ben Hendriks

Resolved that the agenda be approved.

Carried.

1.1 **Declaration of Conflict of Pecuniary Interest**

None.

1.2 **Delegation**

None.

1.3 **Chair's Remarks**

CHAIR'S INDIGENOUS LAND ACKNOWLEDGMENT

We begin today by acknowledging that we walk upon the traditional territories of Indigenous Peoples and we recognize their history, spirituality, culture and stewardship of the land. We are grateful to all Indigenous groups for their commitment to protect the land and its resources and we are committed to reconciliation, partnership and enhanced understanding.

Mr. Siu introduced staff members Polly Chan and Shaun McDonough.

The Chair advised the Board that the Mayor will be launching the musical instrument lending library at Markham Village Library on Saturday, April 4 at 11:00 a.m. The instrument lending collection supports the Markham Village makerspace which focuses on digital media. The branch recently installed a sound booth for musical and audio recording and will be available to the public following the launch of the space. An e-mail reminder will be sent to the Board closer to the date.

Mr. Siu also advised the Board that in celebration of [Black History Month](#), the Canadian Multicultural Inventors Museum will be hosting an exhibit at the Milliken Mills Library on February 25 that features inventions by black inventors. This is a one-day only event and not to be missed.

Hearty congratulations to Iqra Awan who recently gave birth to a beautiful baby girl!

2.0 **Approval of Minutes:**

2.1 Library Board Minutes January 27, 2020

Moved by Deputy Mayor Don Hamilton
Seconded by Mrs. Pearl Mantell

Resolved that the minutes of the January 27, 2020 Library Board Meeting be confirmed.

Carried.

2.2 **Consent Agenda:**

Moved by Deputy Mayor Don Hamilton
Seconded by Mr. Raymond Chan

Resolved that the Consent Agenda comprising Agenda items 2.2 to 2.4.7 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:

2.3 **Declaration of Due Diligence by the CEO**

2.4 **Communication and Correspondence:**

2.4.1 **GALLUP: In U.S. Library Visits Outpaced Trips to Movies in 2019**
<https://news.gallup.com/poll/284009/library-visits-outpaced-trips-movies-2019.aspx>

AGENDA 2.1

- 2.4.2 **OLA: Announces 2020 Board**
- 2.4.3 markhamreview.com: Markham Reads
<https://markhamreview.com/markham-reads/>
- 2.4.4 Black History Month Events
- 2.4.5 NEWMARKETTODAY.ca: Newmarket's new "library of things"
<https://www.newmarkettoday.ca/local-news/newmarkets-new-library-of-things-offers-everything-but-the-kitchen-sink-11-photos-2073247>
- 2.4.6 Ottawacitizen.com: Keep Ottawa library's doors open to the homeless
<https://ottawacitizen.com/opinion/columnists/mckenney-keep-ottawa-libraris-doors-open-to-the-homeless>
- 2.4.7 yorkregion.com: How Markham's Updated Leisure Master Plan will play out for residents.

Carried.

The Chair commented on item 2.4.6; Ottawa Libraries opening doors to homeless people, supporting them without stigma and shame.

3.0 **CEO's Highlights:**

The Chair asked the CEO to comment on the Highlights.

- Mrs. Biss mentioned to the Board that there was heightened concerns over **Covid-19** (Coronavirus) amongst staff and in the community. The CEO assured the Board (as well as staff) that appropriate protocols are in place and at this time, the risk to the community is low.
Initially the virus had an impact on library usage which has since rebounded.
- There was a question about the collections survey.
- **Urban Community Hub Project**
Markham Library and Recreation staff are working with Brampton planning staff and urban designer Ken Greenberg to develop a model for Urban Community Hubs that could potentially be used by municipalities across the GTA to support the development of "complete communities" and successful urban neighbourhoods.
There were several questions. Staff explained that the project was just getting started and that they would revisit the subject when more information became available,
- **Trends**
A recent Gallup survey of American's leisure and cultural activities found that:
 - Visiting the library remains the most common cultural activity in which Americans engage
 - The average 10.5 trips to the library U.S. adults report taking in 2019 exceeds their participation in eight other common leisure activities
 - Libraries tend to be most frequented by young adults, women and, lower-income households

Moved by Ms. Iqra Awan
Seconded by Ms. Margaret McGrory

AGENDA 2.1

Resolved that the report entitled “CEO’s Highlight’s February 2020” be received.

Carried.

4.0 **Annual Monthly Policy Review**
(To be undertaken at the January meeting)

5.0 **Internal Monitoring Reports:**
(Compliance list of internal monitoring reports and discussion led by members)

5.1 **Executive Limitation: EL-2d Financial Condition**
(Assigned to Mr. David Whetham)

Mr. Whetham advised the Board that he did not receive any concerns from Board Members but he had presented several questions to Staff that were clarified.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Financial Condition comply with the requirements of EL-2d policy.

Moved by Mr. David Whetham
Seconded by Deputy Mayor Don Hamilton

Resolved that the Report entitled “Internal-Monitoring Report-Executive Limitation EI-2d, Financial Condition” be received.

Carried.

5.2 **Executive Limitation: EL-2j Communication and Counsel to the Board**
(Assigned to Mr. Raymond Chan)

Mr. Chan advised the Board that he had been asked to review this report that provides the Board with a triannual affirmation that the Board is informed and supported in its work. This is a report on communication and counsel to the Board for the period from November 2019 to January 2020.

Fellow Board members were e-mailed and he did not receive any questions or concerns.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Communication and Counsel to the Board comply with the requirements of EL-2j policy.

Moved by Mr. Raymond Chan
Seconded by Mr. Edward Choi

Resolved that the internal monitoring report entitled “ Executive Limitation: EI-2j Communication & Counsel to the Board (November 2019 to January 2020)’ be received.

Carried.

6.0 Ends

7.0 Governance:

7.1 Amendment MPL Board By-laws Section 4.4

Moved by Mrs. Pearl Mantell
Seconded by Mr. David Whetham

Resolved that the Board receives the revised version of the Markham Public Library By-laws effective January 2020.

Carried.

There were suggested changes in wording to several by-laws. The amendments will be drafted and brought to the Board in March for approval.

7.2 Proposed Amendments to Minimum Number of Regular Board Meetings

Deputy Mayor Hamilton asked how the number of eight meetings was arrived at. The Chair responded that there had been a survey among Library Boards and eight was what the majority preferred. The CEO explained that eliminating the February and December meetings would cause the least impact to the Library Board and staff.

Moved by Mrs. Pearl Mantell
Seconded by Ms. Margaret McGrory

Resolved that the Board approve the reduction of the minimum number of regular Board meetings from the previously required ten scheduled monthly meetings to eight scheduled monthly meetings, eliminating the February and December regular meetings and;

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

Carried.

7.3 Update from OLBA-Ben Hendriks

Mr. Hendriks advised the Board that he had sent out an OLA update "Up To the Minute" e-mail" which would serve as a precursor to a more formal survey.

The communication will serve to establish issues within Library Boards in Ontario such as the budget process and relationships with Municipal Councils.

There were some questions and discussion about the amalgamation of OLS-North and SOLS and the reasons and advantages of the merger.

8.0 Ownership Linkage:

8.1 Input from Board Members

This month input was requested from Board members who had the opportunity to attend the OLA Super Conference last month.

AGENDA 2.1

Margaret McGorory

Ms. McGorory attended the Boot Camp held on Saturday. She thought the morning presentations were excellent and thanked Mr. Choi for his written report on the conference.

Edward Choi

Mr. Choi provided a very thorough overview of his experience at the Super Conference and prepared a written document on his OLA Super Conference Reflections and Ideas. He enjoyed the Brampton Library tour and was impressed with their use of facilities. The Brampton Public Library has the same number of branches as Markham (8). Mr. Choi mentioned some trade issues that may arise for libraries from the new Brexit and NAFTA agreements. He found the conference to be worthwhile and would encourage all Board members to attend.

The CEO responded to his list of ideas, some of which we are already doing at MPL and acknowledged the others would be discussed with staff and added to the Strategic Plan.

Alick Siu

Mr. Siu attended the conference and found he learned a lot and several things impressed him. He was particularly interested in some of the issues libraries like Ottawa face in trying to accommodate the marginalized in their communities.

Ben Hendriks

As president of OLBA Mr. Hendriks attended the entire conference and thanked fellow Members for attending. He asked that if anyone had further input about the conference to let him know.

9.0 **Board Advocacy**

10.0 **Education**

11.0 **Incidental Information**

12.0 **New Business**

13.0 **Board Evaluation:**

13.1 **Questionnaire Results: Conduct of the Board**

Moved by Mr. Ben Hendriks
Seconded by Deputy Mayor Don Hamilton

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

Carried.

14.0 **In Camera Agenda**

Moved by Deputy Mayor Don Hamilton
Seconded by Mr. Edward Choi

AGENDA 2.1

Resolved that the Board meet in Camera at 8:02 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 9:01 p.m.

Moved by Mr. David Whetham

Seconded by Mr. Ben Hendriks

Resolved that the motions approved In Camera be ratified.

Carried.

15.0 **Adjournment**

Moved by Mr. Raymond Chan that the meeting be adjourned at 9:02 p.m.