

## MARKHAM PUBLIC LIBRARY BOARD

### Regular Meeting

#### Minutes of Regular Meeting held on Monday, June 22, 2020 8:12 p.m. Virtual Meeting

Please note the delayed start time as the meeting followed the Strategic Planning Workshop, facilitated by Ms. Rebecca Jones, Dysart & Jones Associates

Present from Board: Mr. Alick Siu, Chair  
Ms. Margaret McGrory, Vice-Chair  
Ms. Iqra Awan  
Mr. Raymond Chan  
Mr. Edward Choi  
Deputy Mayor Don Hamilton  
Mr. Ben Hendriks  
Councillor Keith Irish  
Councillor Andrew Keyes  
Mr. Anthony Lewis  
Mrs. Pearl Mantell  
Mrs. Lillian Tolensky  
Mr. David Whetham  
Mr. Jay Xie

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  
Mr. Patrick Pan, Manager, Facilities & Workplace Safety  
Mrs. Angela Tse, Manager, Aaniin Library  
Mr. David Zambrano, Organizational Transformation Manager  
Mrs. Susan Price, Board Secretary

Regrets: Youth Representative: Ms. Timea Gergely

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

Mr. Alick Siu, Chair called the meeting to order at 8:12 p.m.

Moved by Mrs. Lillian Tolensky  
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.

The Chair asked the Directors to introduce any "guest" staff members present.

Mr. Siu advised the Board that it has been recommended that we count votes at virtual meetings and asked Members if they are in favor of a motion to keep their hands raised until they can be tallied.

Volunteers will be needed to prepare for the Presentation to Council tentatively scheduled for General Committee, Monday, October 19, 2020 (daytime meeting). The Working Group will need to meet (virtually) a couple of times over the summer. Volunteers are: Alick Siu, Margaret McGrory, Raymond Chan, Edward Choi and David Whetham.

2.0 **Approval of Minutes:**

2.1 Library Board Minutes May 25, 2020

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

**Resolved that the minutes of the May 25, 2020 Library Board Meeting be confirmed.**

Carried.

2.2 **Consent Agenda:**

Moved by Mrs. Lillian Tolensky  
Seconded by Ms. Margaret McGrory

**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** Ming Pao Newspaper (May 31): Markham cancels summer camp summer activities

**2.4.2** A Framework for Reopening Our Province: Stage 2

<http://s3.documentcloud.org/documents/6939238/A-Framework-for-Reopening-Our-Province-Stage-2.pdf>

## AGENDA 2.1

- 2.4.3 yorkregion.com: 'Oh my goodness' Vaughan libraries see huge spike in demand during COVID-19 pandemic  
<https://www.yorkregion.com/news-story/10017292--oh-my-goodness-vaughan-libraries-see-huge-spike-in-demand-during-covid-19-pandemic>
- 2.4.4 yorkregion.com: What went wrong in Vaughan? City became York Region's COVID-19 hot spot  
<https://www.yorkregion.com/news-story/9991460-what-went-wrong-in-vaughan-city-became-york-region-s-covid-19-hot-spot/?s=n1?source>
- 2.4.5 yorkregion.com: Richmond Hill Public Library offers curbside pickup during COVID-19 shutdown  
<https://www.yorkregion.com/news-story/10018544-richmond-hill-public-library-offers-curbside-pickup-during-covid-19-shutdown/>
- 2.4.6 Mayor of Markham: Renewed call for mandatory masks
- 2.4.7 Ontario NEWS: More people can get back to work as additional businesses and services to reopen this week

Carried.

### 3.0 **CEO's Highlights:**

The Chair asked the CEO to comment on any content of the Highlights.

Mrs. Biss pointed out the following items to Board members:

- **COVID-19 Re-Opening Services-York Region Moves to Stage 2.** For Libraries Stage 2 provides that all libraries can re-open with limited on-site services, such as computer access and contactless book pick up and drop off. Community centres are also permitted to re-open to the public with limited or modified on-site programs and services that follow workplace guidance and public health advice. Markham Public Library has not as yet resumed any non-virtual services and a Memorandum will be presented to the Mayor and Members of Council June 23, 2020 in order to initiate curbside services at three standalone library branches. Complaints have been received from many parents with young children who are anxious to be able to borrow materials again. MPL is hoping that the initial curbside services proposed will be approved by Council June 23 and that Curbside Services can commence July 6.
- **MPL's Pension Plan**  
During the Library Board meeting on May 25, 2020, a question arose from the Board regarding the financial security of the Library's pension plan and whether or not it is fully funded. The Board member questioned whether the Board is responsible for oversight of this plan. The Library's pension plan is through the Ontario Municipal Employees Retirement System (OMERS), which is a Canadian Province of Ontario Government pension fund. OMERS is a defined benefit plan with their own Board of Governors who oversee its operations. OMERS is governed by the *Ontario Municipal Employees Retirement Act, 2006*, an Ontario law which superseded the older *Ontario Municipal Employees Retirement System Act*.
- **Quarterly Statistical Report**

## AGENDA 2.1

The CEO pointed out the success of Virtual Programs and the increase in usage in relation to the COVID-19 pandemic.

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

**Resolved that the report entitled “CEO’s Highlight’s June 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-2c Budgeting/Forecasting**  
(Assigned to Mr. Edward Choi)

Mr. Choi reviewed the report EL-2c, Budgeting/Forecasting. He explained that the report provides the Board with a semi-annual update regarding Markham Public Library’s future budget planning.

Mr. Choi received no questions or concerns from Board members.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Budgeting/Forecasting comply with the requirements of EL-2c policy.

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

**Resolved that the Board receives the report entitled “Internal Monitoring Report-Executive Limitation, Budgeting/Forecasting” be received.**

Carried.

5.2 **Executive Limitation: EL-2h Community Relations**  
(Assigned to Mr. Ben Hendriks)

Mr. Hendriks reviewed the report EL-2h Community Relations. He sent an e-mail to Board members and did not receive any questions.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Community Relations comply with the requirements of EL-2h policy.

Moved by Mr. Ben Hendriks  
Seconded by Mrs. Lillian Tolensky

**Resolved that the report entitled “Internal Monitoring Report: Executive Limitation, EL-2h Community Relations” be received.**

Carried.

5.3 **Executive Limitation: EL-2i Compensation and Benefits**

## AGENDA 2.1

(Assigned to Ms. Margaret McGrory)

Ms. McGrory advised that the purpose of this report is to provide the Board with an overview of MPL's practices with regard to employee compensation and benefits and that the CEO will ensure that the Library's fiscal integrity and public image remain un-jeopardized.

The report is broken up into three limitations which she explained. It is clear from the report that MPL is in compliance.

Ms. McGrory contacted the Board and did not receive any questions or comments

The report confirmed that the CEO and MPL's practices relative to MPL's Compensation and Benefits comply with the requirements of EL-2i policy.

Moved by Ms. Margaret McGrory  
Seconded by Deputy Mayor Don Hamilton

**Resolved that the report entitled "Internal Monitoring Report-Executive Limitation EL-2i, Compensation and Benefits" be received.**

Carried.

### 5.4 **Executive Limitation: EL-2j Communication and Counsel to the Board (February to May 2020)**

(Assigned to Mr. Jay Xie)

Mr. Xie reviewed the report EL-2j, Communication & Counsel to the Board (February to May 2020) and found it to be satisfactory. The report provides the Board with a tri-annual affirmation that the Board is informed and supported in its work. He did not receive any questions from the Board.

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. Jay Xie  
Seconded by Ms. Margaret McGrory

**Resolved that the internal monitoring report entitled "Executive Limitation: EL-2j Communication & Counsel to the Board (February to May 2020)" be received.**

Carried.

### 6.0 **Ends:**

#### 6.1 **Strategic Planning Initial Workshop**

Conducted by Ms. Rebecca Jones, Dysart & Jones Associates in advance of regular meeting call to order.

### 7.0 **Governance:**

#### 7.1 **OLBA Update: Ben Hendriks**

Mr., Hendriks advised the Board that OLBA will be conducting a webinar on Thursday, June 25, 2020. The webinar will include representatives from SOLS, OLS-N, FOPL, OLBA and a Regional

## AGENDA 2.1

Representative from Waterloo. The webinar will focus on facilitating the reopening of public libraries and the role of advocacy during a pandemic.

The Vice-chair asked about the status of the amalgamation of the SOLS (Southern Ontario Library Services) and OLS-N (Northern Ontario Library Services). Mr. Hendriks advised that there is an OLS Working Group designing an implementation plan that should be ready for approval in the fall of 2020 and ready for implementation spring 2021. There will be a press release at that time.

### 7.2 **Delegation of Board's Authority over the summer**

Moved by Mrs. Pearl Mantell  
Seconded by Mr. Raymond Chan

**Resolved that responsibility for all Board decisions over the summer be delegated to the Board Chair in consultation with the Vice-Chair;**

**And that if the Chair or Vice-Chair cannot be contacted in a reasonable time frame, a designated Board member will be consulted.**

Carried.

### 8.0 **Ownership Linkage:**

#### 8.1 **Input from Board Members**

There were no reports from Board members attending events at this time.

### 9.0 **Board Advocacy:**

#### 9.1 **Events (Virtual Programs) for the Next Quarter**

Staff explained that the report contained virtual programs that will be offered over the summer. The list is a work in progress and programs will be added as they become available. Any additions will be noted on the website and in the e-newsletter.

There was a question about Not for Profit partnerships and how they are faring during the pandemic. Staff responded that some were facing challenges but thus far were not having a significant impact on most programs, depending on the organization. Newcomer programs have been negatively affected.

Moved by Mr. Ben Hendriks  
Seconded by Mrs. Lillian Tolensky

**Resolved that the report "Events (Virtual Programs) for the Next Quarter" be received.**

Carried.

### 10.0 **Education:**

Strategic Planning Workshop prior to meeting.

### 11.0 **Incidental Information**

(None)

## AGENDA 2.1

### 12.0 **New Business:**

#### 12.1 **Update on Proposed Curbside Services at Markham Public Library**

At the May 25<sup>th</sup> meeting, the MPL Board passed a motion directing staff to prepare a Memorandum to Council outlining its proposed curbside service model. On June 12, 2020, Catherine Biss and Andrea Cecchetto provided an overview of this proposal to the Executive Leadership Team at the City of Markham. The presentation of this proposal has since been added to the agenda of the June 23<sup>rd</sup> Council Meeting. The proposal is appended to this report. There was a lot of discussion and clarification on the potential roll out of Curbside Services, most of which was covered during the May 25 meeting and contained in the Memorandum to Council. There was a question about any additional employee liability and Staff confirmed that this was covered under current employment conditions.

Moved by Mr. Edward Choi  
Seconded by Mr. Ben Hendriks

**Resolved that the Board receives the following update on MPL's proposed Curbside Service and the attached Memorandum to Council, scheduled to be presented June 23, 2020.**

Carried.

### 13.0 **Board Evaluation:**

#### 13.1 **Questionnaire Results: Performance of Individual Board Members**

Moved by Mrs. Lillian Tolensky  
Seconded by Ms. Margaret McGrory

**Resolved that report entitled "Questionnaire Results: Performance of Individual Board Members" be received.**

Carried.

### 14.0 **In Camera Agenda:** **(None)**

### 15.0 **Adjournment**

Prior to adjournment the Chair asked the Board if there were any comments or discussion on the Strategic Planning Workshop held prior to the Board meeting. Being none the meeting was adjourned.

Moved by Mrs. Pearl Mantell and seconded by Deputy Mayor Don Hamilton that the meeting be adjourned at 9:00 p.m.