

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Monday, October 26, 2020 7:02 p.m. Virtual Meeting

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
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
Ms. Megan Garza, Senior Manager, Organizational Transformation
Mrs. Hilary Murphy, Manager, Planning & Reporting
Mr. Shaun McDonough, Research Analyst
Mr. David Zambrano, Organizational Transformation Manager
Mr. Jeff Skelton, LSA
Mrs. Susan Price, Board Secretary

Regrets: Councillor Andrew Keyes

Guest: Ms. Rebecca Jones, Dysart & Jones Associates (from 12.1)

1.0 Call to Order/Approval of Agenda

Mr. Alick Siu, Chair called the meeting to order at 7:02 p.m.

Moved by Mrs. Lillian Tolensky
Seconded by Deputy Mayor Don Hamilton

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 as there were several.

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.

The Chair reminded the Board that they would be voting on Agenda item 7.2 Board expenses for 2020 and that following the adjournment of the meeting Rebecca Jones would be conducting a follow-up workshop.

2.0 **Approval of Minutes:**

2.1 Library Board Minutes September 21, 2020

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

Resolved that the minutes of the September 21, 2020 Library Board Meeting be confirmed.

Carried.

2.2 **Consent Agenda:**

Moved by Mr. Raymond Chan
Seconded by Mr. Anthony Lewis

Resolved that the Consent Agenda comprising Agenda items 2.2 to 2.4.9 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** yorkregion.com: Wonder what's the dream job for you? MPL launches human library to explore different careers
<https://www.yorkregion.com/community-story/10203243-wonder-what-s-the-dream-job-for-you-mpl-launches-human-library-to-explore-different-careers/>

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- 2.4.2 MarkhamReview.com: MPL launches Human Library
<https://markhamreview.com/mpl-launches-human-library/>
- 2.4.3 SOLS Announcement
- 2.4.4 Mayor of Markham: Markham Library shifts from curbside to inside pick-up
- 2.4.5 yorkregion.com: Markham Public Library supports Chinese community during COVID-19
<https://www.yorkregion.com/community-story/10214192-markham-public-library-supports-chinese-community-during-covid-19/>
- 2.4.6 MarkhamReview.com: MPL supports small business
<https://markhamreview.com/mpl-supports-small-businesses/>
- 2.4.7 urbanlibraries.org: Learn and Explore with the Lendery
<https://www.urbanlibraries.org/innovations/learn-and-explore-with-the-lendery>
- 2.4.8 urbanlibraries.org: COVID-19 Stories Exhibit
<https://www.urbanlibraries.org/innovations/covid-19-stories-exhibit>
- 2.4.9 urbanlibraries.org: Markham Creates: Creative Writing Challenge
<https://www.urbanlibraries.org/innovations/markham-creates-creative-writing-challenge>

Carried.

3.0 **CEO's Highlights:**

The Chair called upon the CEO to comment on any content of the Highlights. Of particular note is the following

Services during COVID Updates

- MPL opened the Aaniin, Angus Glen, Markham Village and Thornhill Community branches for **limited services** on October 13th. Services include pick up and checkout of reserved library materials, bookings for use of public computers, printing, scanning and proctoring. Curbside services at Unionville and Thornhill Village branches were discontinued as of October 10th.

Trends

- **Transforming our Cities Through COVID-19:**
 - Mary Rowe, the Director and CEO of the Canadian Urban Institute (CUI) was the keynote speaker at the October 6th meeting of CULC. Ms. Rowe is a noted friend of libraries.
 - Key CUI points are :
 - As engines of the Canadian economy, cities must lead Canada's economic and social recovery
 - Building **Connective Tissue** within and between Cities, citing that Libraries are amenities that are key to maintaining neighbourhood connections and as places that support the City by bringing residents together for common purposes
 - There is a fundamental urban need to connect with others

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- Public Libraries, in addition to “circulating” library materials also “circulate” social cohesion
- During a recent panel of city experts convened by CTV News Mary Rowe spoke further about her view of libraries as community hubs. Rowe hopes a new appreciation for libraries will last after the pandemic. “Libraries are **anchors** in their neighbourhoods where people can access quality information, get connected to local services and meet people from different cultures and economic demographics”

There were some questions on safety measures that were in place within the open branches. Staff clarified that they are working with the City to follow Health & safety protocols, including the wearing of masks, following physical distancing guidelines and cleaning procedures. Protocols are in place for suspected cases and the CEO pointed out there was also a questionnaire that clients complete before entering the building that supports contact tracing should there be a case of COVID.

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

Resolved that the report entitled “CEO’s Highlight’s, October 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-2b, Staff Treatment**
(Assigned to Ms. Iqra Awan)

Ms. Awan reviewed the annual report and found it to be complete and satisfactory. She sent out an e-mail to Board members and did not receive any questions or concerns. There were none from the floor.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Staff Treatment comply with the requirements of EL-2b policy.

Moved by Ms. Iqra Awan
Seconded by Mrs. Lillian Tolensky

Resolved that the report entitled “Internal Monitoring Report: Executive Limitation EL-2b, Staff Treatment” be received.

Carried.

5.2 **Executive Limitation: EL-2c, Budgeting/Forecasting**
(Assigned to Mr. R. Chan)

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Mr. Chan advised the Board that this report is provided to the board twice a year and updates members on MPL's future budget planning. MPL Staff are continuing to work with city staff on the 2021 budget process and select MPL board members will be making a presentation to City Council next month. Two areas this report aims to update board members on: The proposed operating budget for 2021 and the capital budget for 2021.

- 1) The Operating Budget is broken down into three sections - Personnel, Non-Personnel and Revenues
- 2) The Capital budget outlines projects aim to increase customer service levels, provide a refresh to physical assets (including buildings) and replaces libraries collections as needed.

At this time we do not know what the impact of COVID-19 will be on the 2021 operating budget. When City facilities and the library branches within them reopen depends upon how the pandemic plays out. Updates will be provided to the Board as they become available.

Mr. Chan contacted the Board and did not receive any questions or concerns.

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. Raymond Chan
Seconded by Mr. Anthony Lewis

Resolved that the Board receives the report entitled "Internal Monitoring Report- Executive Limitation EL-2c, Budgeting/Forecasting".

Carried.

5.3 **Executive Limitation: EL-2j Communication & Counsel to the Board (June to September 2020)**

(Assigned to Mr. D. Whetham)

Mr. Whetham confirmed that the report provides the Board with a triannual affirmation that the Board is informed and supported in its work. He reviewed the report that contains twelve policy limitations and found them to be in compliance. He sent out an e-mail to Board members and received no questions or concerns.

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

Moved by Mr. David Whetham
Seconded by Mr. Edward Choi

Resolved that the internal monitoring report entitled "Executive Limitation: EL-2j, Communication and Counsel to the Board (June to September 2020) be received.

Carried.

6.0 **Ends**

7.0 **Governance:**

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7.1 **OLBA Update: Ben Hendriks**

Mr. Hendriks advised the Board that OLBA continues to be busy and is holding webinars all fall.

November 5 Webinar regarding the merger of Sols and OLS-North
November 10 Strategic Planning
December 3 Inclusion, Diversity and Accessibility

OLBA elections will be held and notice of positions available will be sent out soon.

The Vice-chair had a question related to the OLS merger and asked if the proposed Digital Library would be a duplication of efforts. Staff clarified that OLA is endeavoring to make digital resources available across the province.

7.2 **Board Member Expenses GP-2j 2020**

There was some discussion on the honorarium and the Deputy Mayor suggested that the word “mileage” be removed so that Board members could still be “compensated” for expenses that may be incurred by attending meetings remotely.

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

Resolved that the word “mileage” be removed from paragraph 1 of the GP-2j policy in order that there is a broader interpretation of expenses and to make a choice for the calendar year 2020 of one the following options for the honorarium

- a) Receive the amount for the full year as in the past
- b) That the amount be pro-rated for physical meetings attended (January, February)
- c) That the Board decline to receive any honorarium for 2020

Once the policy was reworded The Board voted in favour of (a) Receive the amount for the full year as in the past.

Carried.

It was confirmed by the majority of Board members that although they have not been travelling to Board meetings since February, there are still incidental expenses being incurred. The change to the Policy will mean the honorarium will be paid out annually, regardless of the specific type of expense.

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 **Markham’s Future Library Strategic Plan Draft**

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

Resolved that the report entitled “Markham’s Future Library Strategic Plan Draft” be received.

Carried.

10.0 **Education:**
10.1 **Board Education Plan-2021**

Staff explained that this is the finalized plan based on the Draft proposed at the September meeting.

There were some comments and input for May 2021: **Diversity and Inclusion:** City of Markham and MPL.

Moved by Mr. Ben Hendriks
Seconded by Mr. Raymond Chan

Resolved that the report entitled “Board Education Plan 2021” be received.

Carried.

11.0 **Incidental Information**
(None)

12.0 **New Business:**
12.1 **2021 Capital Budget-Library Collection**

Staff informed the Board that MPL had been asked by Council to review the Collections Budget for 2021. Staff explained that each year part of the Collections budget for library physical materials (i.e. print books, etc.) requires pre-approval so that library materials can be purchased at the beginning of the next year. The term of the contract is for 3 years (January 2020 to December 2022) with an option to renew for an additional 2 years.

Staff advised that branches currently open will need 100% of their allocated collection dollars. The four branches currently closed will be re-opened in phases in 2021, depending on recovery from the pandemic and the ability of Recreation to support maintenance of the branches located in Community Centres.

The Library is proposing a net reduction of \$194,753 on the 2021 capital budget and will expect this to be a one- time only adjustment.

Deputy Mayor Don Hamilton advised that this was not the only reduction that was being considered at the City due to the COVID pandemic.

There was discussion about the impact of not providing ample collection materials to residents of Markham at a time when our customers depending on these collections for job searching, home-work help, updating of skills, learning a new hobby and enjoying a good read when most other forms of entertainment are not available to them. There was also some concern raised over the possible ramifications of cancelling the contract with the vendor at this time.

The CEO assured the Board that MPL is continuing to work with the City in order to provide cost savings and to ensure that despite closures, Markham Public Library is doing everything possible to provide ongoing service to Markham residents

Moved by Mr. Ben Hendriks

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Seconded by Deputy Mayor Don Hamilton

Resolved that the Board approve the revised 2021 Capital Budget-Library Collection as proposed below, and that the CEO of the Library is hereby authorized, and directed, to take such action that may be necessary to give effect to this recommendation.

Carried.

13.0 **Board Evaluation:**
13.1 **Questionnaire: The Conduct of the Board**

Moved by Mrs. Lillian Tolensky
Seconded by Mr. Edward Choi

Resolved that the report entitled “Questionnaire Results: “Conduct of the Board” be received.

Carried.

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

15.0 **Adjournment**

Moved by Mr. Edward Choi and seconded by Mr. Raymond Chan that the meeting be adjourned at 8:13 p.m.