

TOWN OF MARKHAM PUBLIC LIBRARY

Regular Meeting

**Minutes of Meeting held on Monday, January 25, 2010, 7:27p.m.,
Program Room – Main Level, Markham Village Library – Administration,
6031 Highway 7, Markham**

- Present from the Board: Ms Cheryl Giblon, Chair
Mr. Justin Hung, Vice Chair
Councillor Alex Chiu (up to 3.1)
Ms Patricia Durst,
Deputy Mayor Jack Heath (up to 1.6 and after 9.2)
Ms Deborah Jestin
Mr. David Jones
Ms Ada Leung
Mr. Edward McDermott
Mr. Mahendra Naik
Ms Lan Sum
Ms Amanda Turner
- Present from Staff: Mrs. Catherine Biss, CEO and Secretary-Treasurer
Mr. Larry Pogue, Director, Administration & Operational Support
Ms Debbie Walker, Director, Library Strategy & Innovation
Mrs. Diane Macklin, Marketing & Programming Strategist
Mr. Mohammed Hosseini-Ara, Director, Service Excellence
Mrs. Jane Byrnes, Board Secretary
Ms Andrea Cecchetto, Manager, Markham Village Library
Mr. Patrick Pan, Manager, Milliken Mills Library
Mrs. Suraj Sharma, Manager, Technical Services Department
- Guests: Ms Catherine Conrad, Town of Markham Solicitor
- Regrets: Ms Shamira Madhany
Councillor John Webster

1.0 AGENDA

1.1 Call to Order/Approval of Agenda

The Chair called the meeting to order at 7:27 p.m.

Moved by: Ms Sum
Seconded by: Mr. Hung

RESOLVED THAT: The agenda be approved.

Carried.

1.2 Declaration of Conflict of Interest

None.

1.3 Due Diligence

The Chair asked the CEO: Have the taxes and GST been paid and are we in environmental compliance? The CEO responded: To the best of my knowledge and belief.

1.4 Delegation (Ownership/Linkages)

None.

1.6 Chair's Comments

The new Chair thanked Mrs. Durst for the tremendous work she put into the library and also thanked her for putting her heart and soul in leading the library.

The Chair reiterated she would like the Board to schedule a brainstorming session in the future and asked that it be placed on next month's agenda.

1.7 In Camera

2.0 CONSENT AGENDA

The Chair asked Board Members if they wished to pull any items from the Consent Agenda. There were no requests made.

Moved by: Mr. Jones

Seconded by: Ms Sum

RESOLVED THAT: The consent agenda be received.

AND THAT: The Consent Agenda comprising of items:

- 2.1 Approval of Consent Agenda
- 2.2 Minutes of Meeting December 14, 2009
- 2.3 Communication and Correspondence:
 - 2.3.1 "Milliken Mills Library Retirement Planning Seminar" Community News, Ming Pao, Monday, January 4, 2010
 - 2.3.2 "High school ditches text books for digital readers", parentcentral.ca, November 18, 2009
 - 2.3.4 "Town of Markham Public Library Board" thanks to MPL staff for donation to Markham Food Bank
 - 2.3.5 Memo from Drew Fagan re Good Government Act, 2009
 - 2.3.6 Board Newsletter – Number 106 – November – December 2009
 - 2.3.7 Announcement – Michael Chan – Minister of Tourism and Culture
- 2.4 Annual Monthly Policy Review: (The wording of the following policies are reviewed annually by a Member)
 - 2.4.1 BCL – 2d Monitoring Executive Performance – C. Giblon
 - 2.4.2 GP-2d Board Committee Principles – J. Hung

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.

Carried.

Minutes of meeting – December 14, 2009

Moved by: Mr. Jones
Seconded by: Ms Sum

RESOLVED THAT: The Minutes of the meeting held on December 14, 2009 be approved.

Carried.

3.0 CEO's Report

3.1 CEO's Report – January 2010

Several questions regarding programming benchmarks, revenue, objectives were asked. The CEO and the Marketing and Programming Strategist responded to these questions satisfactorily. The CEO advised she would attach a sample of measures the Library has in her CEO's report next month.

Programming initiatives, curriculum development, sponsorship, visitation statistics, C3 library awards, and collection analysis were discussed.

Moved by: Ms Sum
Seconded by: Mrs. Jestin

RESOLVED THAT: The CEO's Report be received.

Carried.

4.0 MONITORING (delegation-ownership linkages)

4.1 Compliance list of internal monitoring reports and Discussion Led by Members

4.1.1 Executive Limitations: EL – 2k Communication & Counsel to the Board D. Jestin

Mrs. Jestin indicated she had not received any concerns from the Members. She reviewed the report and felt it was in order and did not have any concerns herself.

Moved by: Mrs. Jestin
Seconded by: Mr. McDermott

RESOLVED THAT: The monitoring report Executive Limitations EL- 2k Communication & Counsel to the Board be received.

Carried.

4.1.2 Executive Limitations: EL-2I Use of Volunteers – C. Giblon

Mrs. Giblon reviewed the report. She reported she did not receive any concerns from the Members.

It was noted the volunteers are given policies and rules of procedure.

Mr. Naik inquired if the Library tracked the demographics of volunteers and how the library attracts volunteers. The CEO provided satisfactory responses. Homebound service was also discussed.

Moved by: Mr. Jones
Seconded by: Mr. McDermott

RESOLVED THAT:

The monitoring report Executive Limitations EL-2I Use of Volunteers be received.

Carried.

5.0 ENDS

5.1 Ends Report for CEO's Review

The CEO provided the Board with the Ends report to assist in the CEO's review for next month during the In Camera session. She indicated she included information from the monitoring reports in the report.

The Chair requested BCL-2e be circulated electronically to the Members before the next Board Meeting.

6.0 GOVERNANCE

6.1 Intpretation of Board's Role as Members & Presentation – Catherine Conrad (heard after agenda item 9.2)

Ms Conrad was introduced to the Members. She provided a slide presentation from the questions she received from the Board Members.

Ms Conrad addressed the following points:

The Board

- What is the Board's legal status
- To whom is the Board accountable
- Councillors as members
- Structure of Public Libraries in Ontario
- Standard/duty of care
- Legislative compliance
- Subcommittees
- Insurance and Indemnification

Employees/Administration

- Who is the employer
- Responsibility for employment related obligations
- Any necessity for MPL to act independently of the Town of Markham
- Role of the CEO

Town of Markham

- Extent of authority over MPL
- Owner of library facilities
- Requirements of the Board to the Town of Markham

She noted the Board can only make recommendations to Town Council. The Town owns Library property.

All Members of the Board including Councillors have an equal vote and responsibility when sitting on the Board. The Councillors, however, have an obligation to the Town and Council when voting at the Town on issues which may have an effect on the library, and which may differ from how they voted at a Library Board Meeting,

The Board is held to a certain standard of care. Board Members must exercise care that would be reasonably expected from their knowledge or experience in analyzing or deciding on Library issues.

It was requested that a checklist or a list of legislation be developed that the Board is responsible in discharging its duties or the Library should be in compliance. It was noted this list should also be in the orientation package for Board Members. It was suggested that a declaration of compliance for the Library Board should be prepared. The relationship between the Town and the Library is complicated and the responsibility of legislation varies according to each legislative Act.

It was also noted the Board is not indemnified by the Town; however, Board Members are covered by the Town's Directors liability insurance. It was suggested the Board obtain a copy of the Directors liability insurance.

Although the Town owns the Library facilities, the Library has certain responsibilities regarding care and safety.

6.2 BCL -2e CEO Performance Review

The Chair reminded the Members at the next Board Meeting, the Members will be completing and discussing BCL-2e CEO Performance Review. She asked the Board Secretary to email the Members a copy of the attachments to be reviewed and completed by the Members.

6.3 Board Election Process - D. Jones

Mr. Jones requested this item be deferred to the February Board Meeting.

Moved by: Mr. Jones
Seconded by: Mr. McDermott

RESOLVED THAT: The Board Election Process be prepared and deferred for discussion until the February Board Meeting.

Carried.

6.4 Change in October's Board Meeting Date

The Board Secretary recommended the scheduled October Board Meeting be rescheduled to another date that does not fall on the date chosen for the election. The Board Secretary was asked to remind the Members in September.

Moved by: Mrs. Durst
Seconded by: Ms Sum

RESOLVED THAT: The October Board Meeting dated be changed to Monday, October 18, 2010.

Carried.

(The following agenda items were heard at this time:

- 6.1 Interpretation of Board's Role as Members & Presentation – Catherine Conrad
- 6.2 Board Election Process – D. Jones
- 7.1 Thornhill Community Centre and Library Renovation Project
- 10.0 NEW BUSINESS
 - 10.1 Board Members
 - 10.2 Michael Chan MPP
 - 10.3 Librarian for an Hour
 - 10.4 Brainstorming
- 11.0 BOARD EVALUATION
 - 11.1 Conduct of the Board
- 12.0 ADJOURNMENT)

7.0 OWNERSHIP LINKAGE

7.1 Thornhill Community Centre and Library Renovation Project

Mr. Pogue provided an update on the renovation project. He provided information on the bidding process and the milestones associated with it. He provided an update of the timelines of the project and the provisions made to date for setting up operations. The Members queried the alternate location, the logistics of the mini operation and the use of Thornhill Village Library. Program space has been made available also. The CEO responded to these queries. Additional parking has been made available in the vicinity of Thornhill Village Library.

Moved by: Deputy Mayor Heath
Seconded by Mr. McDermott

RESOLVED THAT: The Board receives the Report entitled “Thornhill Community Centre & Library Renovation Project”.

Carried.

8.0 EDUCATION

8.1 Strategic Planning Update (Executive Summary)

The strategic plan was in the Board package this month for review. Discussion will be held next month. Please forward any questions to the CEO and the Board Secretary.

9.0 INCIDENTAL INFORMATION

9.1 Board Event Reminder

The Board Members were reminded of the Board event to be held on Friday, January 29, 6:30 p.m. for 7:00 p.m. The Board Secretary advised she will send out an email reminder.

9.2 Board Training Reminder

The Board advocacy training will be held on Sunday, January 31, from 1:00 p.m. to 4:00 p.m. The Chair reminded Members to bring their advocacy binder and to confirm

attendance with the Board Secretary. The Board Secretary will remind Members by email.

10.0 NEW BUSINESS

10.1 Board Member

Mrs. Durst provided an update. A card will be sent and a donation to a charity will be made.

10.2 Michael Chan, MPP

Mrs. Durst advised Michael Chan, MPP was appointed Minister of Tourism and Culture. It was suggested a congratulatory letter be sent to Mr. Chan indicating that the Board would like to invite him to visit a Library or attend a Board Meeting.

Moved by: Mrs. Durst

Seconded by: Mr. Jones

RESOLVED THAT: A congratulatory letter be sent to Michael Chan, MPP and an invitation to visit our libraries.

Carried.

10.3 Librarian for an Hour

Mrs. Durst extended an invitation to Mr. Andy Taylor to participate in the Board "Librarian for an Hour" initiative. Mrs. Durst advised she will take Mr. Taylor on a tour of the Milliken Mills Library. Mrs. Durst would like to continue with this initiative with the Town.

10.4 Brainstorming

The Chair would like a brainstorming session with all Members. Direction for using advocacy and also if staff could provide strategic direction were discussed.

11.0 BOARD EVALUATION

11.1 Conduct of the Board

The Chair asked Members to complete the questionnaire and return it to the Board Secretary.

12.0 ADJOURNMENT

Moved by Mr. Hung that the meeting be adjourned at 9:47p.m.