

TOWN OF MARKHAM PUBLIC LIBRARY

Regular Meeting

**Minutes of Meeting held on Monday, March 22, 2010 7:05 p.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
Deputy Mayor Jack Heath (from 8.2.2)
Mrs. Deborah Jestin
Mr. David Jones
Ms Ada Leung
Mr. Edward McDermott
Mr. Mahendra Naik
Ms Lan Sum (from 1.2)
Ms Amanda Turner
Councillor John Webster (from 1.6)

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. Jane Byrnes, Board Secretary
Mr. Patrick Pan, Milliken Mills Library
Mrs. Margaret Macmillian, Thornhill Community Library

Regrets: Councillor Alex Chiu
Mrs. Shamira Madhany

1.0 AGENDA

1.1 Call to Order/Approval of Agenda

The Chair called the meeting to order at 7:05 p.m. It was noted:

Item 8.1 Virtual Tour of East Markham and South East Markham Areas and
Item 8.2.1 P. Pan OLA Presentation Summary

were deferred until the April Regular Board Meeting.

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

RESOLVED THAT: The revised 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

It was noted Markham Public Library won the Innovation Award at the Ontario Library Conference Awards ceremony for its C3 Customer Centred Classification initiative on February 25, 2010.

The Honourable Michael Chan has been invited to attend a Town Council Meeting on May 11, 2010 at 7:00 p.m. for re-presentation of the award in order that all library staff involved with C3 can attend. The presentation will be at 7:00 p.m. and reception before the presentation will be held at 6:30 p.m. The Chair asked Members to advise the Board Secretary of their attendance.

The Chair expressed that Mrs. Madhany appreciated and accepted the Board's proposal. She will continue to read the Board packages.

The public meeting on Integrated Leisure Master Plan took place on March 11. The Chair noted the presentation went well and the special interest groups were in attendance. The Chair remarked that the CEO did a tremendous job noting the diverse needs of Markham.

An email was sent inviting the Members to the Seniors Open House at Unionville Library on June 22. Please advise the Board Secretary if Members are able to attend.

1.7 In Camera

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

RESOLVED THAT: The Board meet In Camera at 8:45 p.m.

Carried.

Moved by: Ms Sum
Seconded by: Mr. Hung

RESOLVED THAT: The Board returns to its regular meeting at 9:33 p.m.

Carried.

Moved by: Ms Sum
Seconded by: Mr. Hung

RESOLVED THAT: The motions In Camera be ratified.

Carried.

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: Ms Leung
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 Revised Minutes of Meeting February 22, 2010
- 2.3 Communication and Correspondence
 - 2.3.1 Thank you note from Ellen Miller
 - 2.3.2 Media Release, "Markham Public Library Wins 2009 Innovation Award", March 1, 2010
 - 2.3.3 Library gives Dewey run or his money", Economist & Sun, Saturday, March 13, 2010
 - 2.3.4 Board Newsletter – No. 107 – Jan- Feb 2010
- 2.4 Annual Monthly Policy Review: (The wording of the following policies are reviewed annually by a Member)
 - 2.4.1 GP-2f Agenda Planning – C. Giblon

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.

Revised Minutes of Meeting – February 22, 2010

Moved by: Ms Leung
Seconded by: Ms Sum

RESOLVED THAT: The Revised Minutes of the Meeting held on February 22, 2010 be approved.

Carried.

(Agenda Item 9.1 Brainstorming was heard at this time.)

3.0 CEO'S Report

3.1 **CEO'S Report – March 2010**

Moved by: Mr. Naik
Seconded by: Mr. Hung

RESOLVED THAT: An Honour with Books donation be made to the Markham Concert Band on behalf of the Board.

Carried.

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

RESOLVED THAT: The staff investigates similar arts and literacy opportunities to take place in the libraries.

Carried.

Moved by: Councillor Webster
Seconded by: Ms Sum

RESOLVED THAT: The Board thanks Mr. Pogue for having the insight to bring the Markham Concert Band to the Library.

Carried.

Moved by: Mr. Jones
Seconded by: Ms Leung

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 – 2d Budgeting/Forecasting – J. Hung

Moved by: Ms Sum
Seconded by: Mr. Hung

RESOLVED THAT: The monitoring report Executive Limitations EL- 2d Budgeting/Forecasting be received.

Carried.

4.1.2 Executive Limitations: EL-2h Emergency Executive Succession – A. Leung

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

RESOLVED THAT: The monitoring report Executive Limitations EL-2h Emergency Executive Succession be received.

Carried.

4.2 2010 Capital Budget Report – L. Pogue

Moved by: Mr. Naik
Seconded by: Councillor Webster

RESOLVED THAT: That the Board adopts the amended 2010 Capital Budget of \$310,704 for the Library's portion of the Community & Fire Services Commission's Capital Budget.

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

Carried.

4.3 2010 Operating Budget Report – L. Pogue

There was a discussion on the overage and the surplus of the budget. The Board asked the CEO if the surplus can be kept for library use at the end of each year and queried the practices of other libraries. The current practice is that the surplus is returned to the Town at the end of each year. The CEO offered to provide information from other libraries that are able to keep the surplus funding.

Moved by: Mrs. Jestin

Seconded by: Ms Turner

RESOLVED THAT: That the Board adopts the amended 2010 Operating Budget Expenditures of \$10,803,602 and Revenues of \$844,590.

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

Carried.

5.0 ENDS

6.0 GOVERNANCE

6.1 Nominating Committee Report Update – E. McDermott, D. Jones, D. Jestin (verbal)

The committee reported that the practice of electing Board officers varied greatly after contacting several Library CEOs. Members were contacted for their input without attribution. From the information gathered, a questionnaire will be created and distributed to Board Members to rank. Additional comments would be welcomed. Mr. Jones thanked the committee for their work. The committee will report at the next Board meeting with a summary of their findings and provide the questionnaire.

The Chair thanked the committee for their work.

7.0 OWNERSHIP LINKAGE

8.0 EDUCATION

8.1 Virtual Tour of East Markham and South East Markham Areas

This item was deferred until the April Board Meeting.

8.2 OLA Presentation Summary

8.2.1 P. Pan

This item was deferred until the April Board Meeting.

8.2.2 D. Jones

Mr. Jones attended the Ontario Library Conference as a delegate. He highly recommended the conference to the Members. He noted they had good presenters, good questions and it was an excellent place for information. He attended the plenary session and his interest was in the digitization of books and tried to attend those sessions. He was asked to be a panel member for next year's conference and made several contacts.

9.0 INCIDENTAL INFORMATION

9.1 Brainstorming

The Board provided the Chair with the following list of outreach activities/Board efforts:

1. Lobby to increase collection funding
2. Increase involvement in community activities
3. Increase link between library and education systems
4. Maximize advantage of digital books
5. Lobby Town Council for funding for Friday night opening
6. Build Southeast Branch
7. Build in Armadale
8. Build in intensification areas
9. Improved coordination with other town programs and facilities –explore optimization of town facilities utilization
10. Better understanding of usage/uniformity of collection item utilization
 - Circulation at item level
11. Improve profile of the library
 - service offered
 - Promotion – expand scope
12. Increase cohesion with Board Members
13. Develop plan to support Markham Centre downtown
14. Lobby to use power of internet and social networking to develop our library as an expanded network
15. Increase staff and Board Member talents to be even more innovative
16. Communication to younger generation through social network, e.g. twitter updates
17. Lobby for an increase in provincial grants
18. Lobby to carry-forward surpluses in annual budget
19. Digital frames in each library showing various events/programs photos

The timelines for the short term would be one year and then the Board would discuss the value of continuing the undertaking. The Chair asked the Board Secretary to distribute the list electronically to the Members. Members were asked to forward to the Board Secretary any items they wished to be added to the list. Once the list is completed, Members will be asked to prioritize and staff will be asked to report their time and resource commitment required.

The Board Secretary provided a coloured map of Markham indicating the locations of MPL Libraries.

9.2 Honouring Past Chairs

It was agreed the past MPL Chairs be honoured.

Moved by: Ms Sum
Seconded by: Mr. McDermott

RESOLVED THAT: A plaque be designed to honour past MPL Chairs and to be put above the fireplace on the second floor.

AND THAT: The list of past Chairs appear on the electronic message Board.

Friendly Amendment

Moved by: Ms Sum
Seconded by: Mr. McDermott

RESOLVED THAT: A plaque be designed to honour past MPL Chairs and request staff to provide options for a prominent location of the plaque and report back.

AND THAT: The list of past Chairs appear on the electronic message Board.

Carried.

10.0 NEW BUSINESS

10.1 Markham Concert Band – Honour with Books

The discussion took place during agenda item 3.1 CEO's Report. Councillor Webster requested to present the book to the Markham Concert Band personally. The Board Secretary will provide the book with the inscribed bookplate to Councillor Webster when it is ready.

10.2 Integrated Master and Leisure Plan

Deputy Mayor Heath noted he was pleased with the draft plan and mentioned his concerns for the Armadale area and the Chair requested the Board Secretary to add this to the brainstorming list.

11.0 BOARD EVALUATION

11.1 Board and the CEO: Criteria Questionnaire

The Chair requested Members to complete the questionnaire and return them to the Board Secretary when completed.

The Board went In Camera at this time.

12.0 ADJOURNMENT

Moved by Ms Leung that the meeting be adjourned at 9:34 p.m.