

TOWN OF MARKHAM PUBLIC LIBRARY

Regular Meeting

**Minutes of Meeting held on Monday, April 26, 2010, 7:08 p.m.,
Program Room – Main Level, Markham Village Library – Administration,
6031 Highway 7, Markham**

Present from the Board: Mrs. Cheryl Giblon, Chair
Mr. Justin Hung, Vice Chair
Mrs. Deborah Jestin
Mr. David Jones
Ms Ada Leung (from 8.1.1.)
Mr. Edward McDermott
Mr. Mahendra Naik
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
Mr. Moe Hosseini-Ara, Director, Service Excellence
Mrs. Jane Byrnes, Board Secretary
Mr. Patrick Pan, Branch Manager, Milliken Mills Library
Ms. Angela Tse, Branch Manager, Markham Village Library

Regrets: Mrs. Shamira Madhany
Ms Lan Sum
Councillor Alex Chiu
Deputy Mayor Jack Heath
Councillor John Webster

1.0 AGENDA

1.1 Call to Order/Approval of Agenda

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

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.

1.5 Chair's Comments

The CEO mentioned the collective agreements with CUPE Local 905 Full-time and Part-time have expired as of March 31, 2010. The Board will be notified when discussions begin.

The Chair advised of the presentation from the Honourable Michael Chan for the Innovation Award for C3 will take place on May 11 at the Town Council. Please advise the Board Secretary if you will be attending.

Please note the next Board meeting is scheduled for Monday, May 31 due to the Victoria Day weekend.

Mr. McDermott and the CEO advised they will not be able to attend the next Board Meeting.

The Chair noted she will be away commencing April 29 until May 13. She indicated she may be reached by email.

The Chair noted the Honourable Michael Chan will be visiting Markham Village Library on June 18 at 10:30 a.m. A Senior's Open House will be held on June 22 from 2:00 – 4:00 p.m.

A list of upcoming events will be provided for Members in the Consent Agenda. Please advise the Board Secretary if Members wish to attend.

The Chair reported documentation was completed regarding the CEO's performance review for 2009.

1.6 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. Naik
Seconded by: Mr. Hung

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 – March 22, 2010
- 2.3 Communication and Correspondence:
 - 2.3.1 A Message of Thanks to Volunteers – 2009
 - 2.3.2 Book dedication – “Gadamer's Path to Plato”
 - 2.3.3 “It's official – town has master plan for leisure” Economist and Sun, April 15, 2010
 - 2.3.4 Draft Integrated Leisure and Master Plan
- 2.4 Annual Monthly Policy Review: (The wording of the following policies are reviewed annually by a Member)
 - 2.4.1 GP-2g Board Members' Code of Conduct – E. McDermott

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 – March 22, 2010

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

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

Carried.

3.0 CEO'S REPORT

3.1 CEO'S Report – April 2010

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

RESOLVED THAT: The CEO's Report be received.

Carried.

Moved by: Mrs. Jestin
Seconded by: Mrs. Giblon

RESOLVED THAT: The Board is very proud of all the activities happening in the Library that were reported in the CEO's Report.

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 – 2f Asset Protection – A. Turner

Ms Turner led the discussion on Executive Limitations EL-2f Asset Protection. She indicated she had no concerns from her review of the report and she also indicated she did not receive any questions from the Board.

Moved by: Ms Turner
Seconded by: Mr. Hung

RESOLVED THAT: The monitoring report Executive Limitations EL- 2f Asset Protection be received.

Carried.

5.0 ENDS

5.1 Proposed Ends Revisions – Board

The Board Secretary indicated she did not receive any proposed Ends.

6.0 GOVERNANCE

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

Mr. Jones reported the committee is waiting for a few responses to the questionnaire. He will be contacting a few more libraries to complete the survey. Mr. Naik suggested a telephone interview may help the process of response. It was noted some libraries would appreciate a copy of the summary.

It was noted the committee's purpose is to gather the information and it is not a determining body. The Board will define the parameters and issues. The Members will have a full discussion before any decision is made.

The summary will be provided for the June Board Meeting agenda for discussion.

7.0 OWNERSHIP LINKAGE

8.0 EDUCATION

8.1 SuperConference – Ontario Library Association

8.1.1 M. Hosseini-Ara

Mr. Hosseini-Ara provided a summary of his presentation on self-service technology. He indicated there were 80-100 attendees. History, experience, knowledge, lessons learned and the next steps were presented. The presentation was well-received and contributed to a lot of interest and engaging dialogue.

He offered to send the link to the presentation.

8.1.2 P. Pan

Mr. Pan, a member of a panel, provided a summary of their presentation on how to build a robust multi-lingual collection. Mrs. Chan, Mrs. Tse and Mr. Lockway were the other members of the panel presentation. There was an audience of about 30 people. Since there is diversity in Markham, he noted his panel monitored demographic changes. Demographic changes were reviewed in 10 year time frames. They discussed the challenges and solutions they encountered. Focus groups are also used. He noted although you cannot accommodate all needs, flexibility is key.

Mr. Jones asked about volunteering at the Library. The Volunteer Policy will be attached to next month's CEO's Report. Mr. Jones will provide a list of subject areas where he could be of assistance to the CEO.

8.2 Virtual Tour of East Markham and South East Markham Areas

Mr. Hosseini-Ara provided a virtual tour of all current and proposed libraries. He provided an aerial view as well as a streets view of the locations.

8.3 SOLS Meeting

The next SOLS Trustee 5 meeting will be held at Ajax Public Library, 95 McLean Drive, Ajax on May 1. The Meeting will be held from 9:30 a.m. – 12:30 p.m. Mr. Hung, the Board's representative, will be attending. All are welcome. Please let the Board Secretary know if you wish to attend.

9.0 INCIDENTAL INFORMATION

9.1 Brainstorming

The Chair noted the items from the last Board Meeting have been separated and posted on the wall. She instructed each Member to place checkmarks on their first five priorities. She noted some of the priorities can be merged.

Once the checkmarks are tabulated, the CEO will be asked to prepare a report on the feasibility of the priorities from an operational perspective and how the priorities impact on the Ends.

9.2 Honouring Past Chairs

A visual was presented to show the Board Members of the proposed placement of the plaque. A mock-up plaque was also provided.

A copy of the electronic message board plaque of past Chairs was also presented.

Mr. Naik suggested pictures of current members and a short profile on the website would be informative.

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

RESOLVED THAT: A plaque to honour past chairs be installed as follows:

Medium: 2-colour digital printing/screening on semi-transparent Mylar film

Size: Approximately 32x40 inches

Location: Central glass window plate of Computer Lab in upper level lounge area

Estimated cost: \$500-700 to design, fabricate and install

Funding Source: Board Expenses

AND THAT: A plaque containing the current Board Members appear on the electronic messaging board.

Carried.

10.0 NEW BUSINESS

11.0 BOARD EVALUATION

11.1 Board and the CEO: Criteria Questionnaire Summary

The questionnaire summary was discussed. It was noted some Members' responses varied on the question: The Board developed formal criteria and a process for evaluating the CEO.

The Chair requested Members to forward any suggestions regarding the format of evaluating the CEO within the next week to the Board Secretary. Any responses received will be circulated to Members.

12.0 ADJOURNMENT

Moved by Mr. McDermott that the meeting be adjourned at 8:40 p.m.