

TOWN OF MARKHAM PUBLIC LIBRARY

Regular Meeting

**Minutes of Meeting held on Monday, May 31, 2010, 7:01p.m.,
Program Room – Main Level, Markham Village Library – Administration,
6031 Highway 7, Markham**

- Present from the Board: Ms Cheryl Giblon, Chair
Councillor Alex Chiu
Ms Deborah Jestin
Mr. David Jones
Ms Ada Leung
Mr. Edward McDermott
Mr. Mahendra Naik
Ms Lan Sum
Ms Amanda Turner
Councillor John Webster (from 1.5)
- Present from Staff: Mr. Larry Pogue, Director, Administration & Operational Support
Mr. Moe Hosseini-Ara, Director, Service Excellence
Mrs. Jane Byrnes, Board Secretary
Mrs. Diane Macklin, Marketing and Programming Strategist
Ms Angela Tse, Acting Branch Manager, Markham Village Library
- Regrets: Mr. Justin Hung, Vice Chair
Mrs. Shamira Madhany
Deputy Mayor Jack Heath
Mrs. Catherine Biss, CEO and Secretary-Treasurer
- Guests: Mr. Rajit Raman, Expenditure Control and Purchasing, Town of Markham
Mr. Kishor Soneji, Financial Analyst, Town of Markham

1.0 AGENDA

1.1 Call to Order/Approval of Agenda

Moved by: Mr. McDermott
Seconded by: Ms Sum

RESOLVED THAT: The agenda be approved.

Carried.

1.2 Declaration of Conflict of Interest

None.

1.3 **Due Diligence**

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

1.4 **Delegation (Ownership/Linkages)**

None.

1.5 **Chair's Comments**

The Chair opened her remarks by thanking the Members for attending the Innovation Award for C3 presentation and reception. The Honourable Michael Chan, Minister of Culture and Tourism presented the award in Council Chambers.

The Chair noted the upcoming Senior's Open House from 2:00 to 4:00 p.m. to be held at Unionville Library and also the Citizenship Ceremony to be held at Markham Village Library on June 30.

On tonight's agenda there will be discussion on two Ends for final review. Staff have provided their feedback on "at what cost".

Staff has provided their input to the top five brainstorming initiatives of the Board. Staff has also highlighted an additional two initiatives to consider.

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: Councillor Chiu

Seconded by: Mr. Naik

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 - April 26, 2010
- 2.3 Communication and Correspondence:
 - 2.3.1 Calendar of Events – June 2010
 - 2.3.2 Board Newsletter – Number 108
 - 2.3.3 "Facility renos part of markham's rec plan", Thornhill Post, May 2010
 - 2.3.4 Thank you from J. Horne
 - 2.3.5 "Celebrating community centre expansion", Yorkregion.com, April 29, 2010
 - 2.3.6 "Thornhill author focuses on local library for next book", Yorkregion.com, May 20, 2010
- 2.4 Annual Monthly Policy Review: (The wording of the following policies are reviewed annually by a Member)
 - 2.4.1 GP-2h – Cost of Governance – D. Jestin

2.4.2 GP-2i – Ends Policy Review Procedure - staff

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 – April 26, 2010

Moved by: Councillor Chiu
Seconded by: Mr. Naik

RESOLVED THAT: The Revised Minutes of the Meeting held on April 26, 2010 be approved.

Carried.

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

3.0 CEO'S Report

3.1 CEO'S Report – May 2010

Moved by: Mr. Jones
Seconded by: Ms Sum

Other library comparisons on circulation per capita and library space per capita were requested for the next meeting. Mr. Hosseini-Ara undertook to report back in the CEO's Report. Mr. Hosseini-Ara advised that he would only be able to provide the 2008 statistics, 2009 are not available.

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 – M. Naik

Mr. Naik led the discussion the Executive Limitations EL-2d Budgeting/Forecasting. He indicated he had a concern from his review of the report but it was answered in the appendices. He also indicated he did not receive any questions from the Board.

Moved by: Mr. Naik
Seconded by: Mr. McDermott

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

Carried.

The Chair commended staff on the reporting detail the Board receives in the reports.

5.0 ENDS

5.1 Ends Revisions – M. Hosseini-Ara

Mr. Hosseini-Ara noted the current version of Ends 1.4.1 limits the Canadian experience to be reported in compliance to the Ends. Many other Canadian experiences could not be reported.

The revised version of Ends 1.4.1 includes and enriches the Canadian experience in the Library by Canadian authors and other various means.

Moved by: Councillor Chiu
Seconded by: Mr. McDermott

RESOLVED THAT: The Board receive the report entitled “Board Ends Review”,

AND THAT: The Board approves the suggested amendment to the Ends Policy 1.4.1 to read:

They understand the richness of the Canadian experience.

It was noted the revised version would contribute to fulfilling the Ends more completely. The Board continued to discuss the wording.

Friendly Amendment

Moved by: Councillor Webster
Seconded by: Mrs. Jestin

RESOLVED THAT: The Board receive the report entitled “Board Ends Review”,

The Board approves the amendment to the Ends Policy 1.4.1 to read:

1.4.1 They understand the richness of the Canadian experience including, through the eyes of Canadian authors.

Carried.

Moved by: Mr. McDermott
Seconded by: Ms Turner

Discussion arose regarding different types of social media. Pros and cons were debated.

RESOLVED THAT: The Board approves the addition to the Ends Policy 4.4 to read:

4.4 They are engaged through the internet and the use of social media.

Carried.

It was noted it is up to staff to create and implement the process.

6.0 GOVERNANCE

7.0 OWNERSHIP LINKAGE

7.1 SOLS Meeting Report – J. Hung

Mr. Hung was unable to attend this evening's meeting. He advised he would report at the June Meeting.

8.0 EDUCATION

8.1 Public Sector Accounting Board R. Raman

Mr. Raj Raman provided an overview of the Public Sector Accounting Board. This is a new process the Town is implementing.

His presentation highlighted on:

Report on Tangible Capital Assets
PSAB - Requirements and Implementations
2009 Draft Financial Statements
Impact of PSAB on Library Operations

There was a discussion on fund raising revenue and how it impacts the budget. Concern over donations to remain separate from operational expenses was expressed.

The Chair thanked Mr. Raman on his informative presentation and asked that he send an electronic copy to the Board Secretary.

9.0 INCIDENTAL INFORMATION

9.1 Brainstorming Report Follow Up by CEO

The Chair referred to the report and noted the top five selected initiatives of the Board plus two additional initiatives were commented on by staff.

Initiative 1

Lobby to use power of internet and social networking to develop our library as an expanded network

Communication to younger generation through social network e.g. twitter updates

The Board discussed initiative 1. Staff indicated it was a staff function and operational in nature. Staff will report on the implementation process and timelines of this initiative in the CEO's Report as it rolls out. Also it was noted staff's time on this initiative will be reviewed to see if it is an effective and efficient service vehicle to the public.

Initiative 2

*Lobby to build: Southeast Branch
Armada
Markham Centre
Intensification areas
(Board Members to prioritize locations)*

Since the ILMP was recently approved, the Board requested that they be informed if staff encounters any roadblocks in order that they can lobby the issue proactively.

Initiative 3

Lobby Town Council for funding for Friday night opening.

There was discussion on this initiative. Staff was asked for further information on other libraries:

- If other libraries are open or closed on Friday evening
- Level of activity of libraries that are open on Friday evening, if feasible
- The number of central libraries that are open but the local branches closed on Friday evenings
- How many libraries are open on Friday evening and closed on an alternative time during the week

Initiative 4

Increase link between library and education system.

The Board agreed with the staff's report.

Initiative 5

Improve profile of the library

- *Services offered*
- *Promotion – expand scope*

The Board agreed with the staff's report.

Initiative 6

Lobby for an increase in provincial grants

The Board discussed this initiative and requested the following:

The number of dollars other library systems are receiving in comparison to their growth.

Initiative 7

Create Markham Library Foundation, separate from MLB, to coordinate, stimulate and manage fund-raising (including income generated from marketing of C3 System.)

The initiative was heavily discussed. Staff reported the CEO will be presenting the Board with a report on this topic since the Library will possibly receive revenue from C3. The Board cautioned the Foundation should be a separate entity from the Board and that the funds received should be a separate fund. The hospital model could be used as a template.

The Chair advised the Board to consider these initiatives. Staff will present their findings in September and the Board will have a full discussion and decide on the top two or three initiatives.

Moved by: Ms Sum
Seconded by: Mr. Naik

RESOLVED THAT: The Brainstorming Report be received

AND THAT: Staff will present their findings in September.

Carried.

10.0 NEW BUSINESS

11.0 BOARD EVALUATION

11.1 Feedback to the Chair Questionnaire

The Chair requested Members to complete the form and return it to the Board Secretary.

12.0 ADJOURNMENT

Moved by Ms Leung that the meeting be adjourned at 8.47 p.m.