

TOWN OF MARKHAM PUBLIC LIBRARY

Regular Meeting

**Minutes of Meeting held on Tuesday, June 22, 2009, 7:07 p.m.,
Program Room – Main Level, Markham Village Library – Administration,
6031 Highway 7, Markham**

Present from the Board: Ms Patricia Durst, Chair
Ms Cheryl Giblon, Vice Chair
Mr. Justin Hung
Ms Deborah Jestin
Mr. David Jones
Ms Ada Leung
Ms Shamira Madhany
Mr. Edward McDermott
Ms Lan Sum
Councillor John Webster

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
Mrs. Yolanda Chan, Manager, Angus Glen Library

Guests: Mr. Glenn Taylor, Acting Director of Recreation
Mr. Suliang Feng, Manager, Virtual Services

Regrets: Councillor Alex Chiu
Deputy Mayor Jack Heath
Mr. Mahendra Naik
Ms Amanda Turner
Mr. William Jeyaveeran

1.0 AGENDA

1.1 Call to Order/Approval of Agenda

The Chair called the meeting to order at 7:07 p.m.

Moved by: Mr. McDermott
Seconded by: Ms Leung

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 Chair noted June was a busy month for Board Members. She especially congratulated the new Board Members for taking on the challenge of being brought up to speed on the massive orientation materials.

A special word of thanks was offered to Ms Leung for conducting the workshop on policy governance for the new Members.

The Chair apologized for the cancellation of the June 13 Federal Infrastructure Grant announcement and the resulting difficulties it caused Members. She appreciated the efforts that Members made to attend at the last minute. Although it is important to attend these functions and acknowledges the efforts of Members doing so, the Chair can appreciate Members may have other pressing obligations in which to send their regrets.

Two agenda items have been moved up on the agenda:

- 7.2 Trends that Impact the Virtual Branch – S. Feng
- 6.3 Thornhill Community Centre & Library – Expansion and Renovation – D. Walker and G. Taylor

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: Mrs. Jestin
Seconded by: Mr. McDermott

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 - May 25, 2009
- 2.3 Communication and Correspondence:
 - 2.3.1 "Green living gets cookin' at workshop", Economist & Sun, May 23,2009
 - 2.3.2 "Library on the Road", Mark of Excellence, May 2009
 - 2.3.4 Signed financial statements of Library Board, December 31, 2008 by the Chair
 - 2.3.5 "IT Governance – What a Library Needs to Know", Report on participation in Audio Conference
- 2.5 Policy Governance Review:

- 2.5.1 Governance Process GP-2i Ends Policy Review Procedure – L. Sum
- 2.5.2 Governance Process - GP -2i Ends Policy Review Procedure – Board
- 2.5.3 Governance Process GP – Cost of Governance
- 2.6 Clerical correction of Policy: Governance Process: GP-2d Board Committee Principles – 11(a)

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 – May 25, 2009

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

RESOLVED THAT: The Minutes of the meeting held on May 25, 2009 be approved.

Carried.

Clerical Correction: Governance Process: GP-2d Board Committee Principles

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

RESOLVED THAT: Governance Process GP-2d Board Committee Principles 11(a) be corrected to read:

- 11.. **The initial responsibilities of each Committee shall be to:**
 - a. **Review Policy GP-2d Board Committee Principles**

Carried.

3.0 MONITORING (delegation-ownership linkages)

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

The Chair reviewed and clarified the Board's monitoring process. She noted that one Member is assigned a monitoring report in the agenda planner for the year on a rotational basis. Members are requested to review the monitoring report and forward all questions to the assigned Member. The assigned Member will collate the questions received and forward them to the CEO and Board Secretary for response. It was noted the turnaround time is very tight and the CEO and staff will try to respond to the questions prior the Board Meeting or will respond at the Board Meeting.

All responses are coordinated by the Board Secretary and distributed electronically to the Members. The CEO may respond verbally or in writing at the meeting if she feels it is appropriate.

If there were any general questions concerning the contents of the Board package material, the Chair requested Members to forward the questions to the CEO and copy the Board Secretary for response prior to the meeting.

If you are responding to attendance at events, please email the Board Secretary only.

3.1.1 Executive Limitations: EL – 2i Community Relations C. Giblon

Ms Giblon led the discussion on Executive Limitations: EL -2i Community Relations. She had earlier questioned the CEO on the renovation delay of the Unionville Library 's accessibility washroom. The CEO provided a written response by email. Ms Giblon requested the Board be periodically updated on any significant deficiencies the Library is experiencing which impact the public.

Moved by: Ms Sum
Seconded by: Mr. Hung

RESOLVED THAT: The monitoring report Executive Limitations EL- 2i Community Relations be received.

Carried.

3.1.2 Executive Limitations: EL-2j Compensation & Benefits – J. Hung

Mr. Hung led the discussion on Executive Limitations: EL-2j Compensation and Benefits.

There were questions regarding the job evaluation system, salary adjustments due to economic climate and the unfunded liability of OMERS pension fund.

The CEO responded to the Members concerns. It was noted the CEO will forward concerns regarding the OMERS pension unfunded liability to the Town's Human Resources. The Chair requested those concerns be sent to the CEO and the Board Secretary. The CEO will request Human Resources to respond those questions and attend the September Board Meeting if necessary to address the Board's concerns.

Moved by: Ms Leung
Seconded by: Mr. Hung

RESOLVED THAT: That the monitoring report Executive Limitations: EL-2j Compensation & Benefits be received.

Carried.

3.1.3 Executive Limitations: EL-2k Communication and Counsel to the Board – A. Leung

Ms Leung led the discussion on Executive Limitations EL-2k Communication and Counsel to the Board. She noted she did not have any concerns and she did not receive any emails from the Board.

Moved by: Ms Sum
Seconded by: Mrs. Madhany

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

Carried.

3.2 Preliminary Operating and Capital Budget 2010

There were no questions or concerns from the Board.

Moved by: Mr. Hung
Seconded by: Ms Giblon

RESOLVED THAT: The Board expresses its support for the Library projects going forward in the Town of Markham's 2010 budget process.

Carried.

4.0 ENDS

5.0 GOVERNANCE

6.0 OWNERSHIP LINKAGE

6.1 Outreach Reports

6.1.1 Chair's Report

The Chair attended the Integrated Leisure and Master Plan Open House at Markham Village Library. She noted those that did attend were representatives from specific community groups and had a very interesting discussion.

She also attended the new Board orientation and the announcement of the Federal Infrastructure Grant at Thornhill Community Centre.

6.1.2 Members Visits

Ms Giblon attended the Integrated Leisure and Master Plan Open House at Thornhill Community Library. She noted it was not well attended and pleased that the library and walking trails were rated high on the list of priorities.

6.2 MPL Board – Master Plan Questionnaire Summary

The Chair was concerned that only 7 of the 15 Members responded. She noted this is the best way for the Board to have input into the Master Plan. She asked the Board Secretary to send out a follow up email to those members who have not responded in order to make a fuller report from the Board.

Mrs. Madhany impressed upon the Board the importance of responding to the questionnaire.

The responses of the questionnaire were discussed and it was agreed that the Board should speak with one voice. Individual responses of the Members would not be included in the questionnaire response to the consultant.

Moved by: Mr. McDermott
Seconded by: Ms Madhany

RESOLVED THAT: The final results of the survey be circulated and reviewed by the Chair to formulate the Board's recommendations by submitting them to the Master Plan and Leisure consultant as the Board's response.

Carried.

6.3 Thornhill Community Centre Expansion & Renovation

Mr. Glenn Taylor, Acting Director of Recreation was introduced. Mr. Taylor provided architectural sketch boards for the Members to view. He provided a historical summary of the renovations and additions to the complex. The Town had received the federal funding to allow for this renovation which includes the Library. It was noted the project had to be completed by March 31, 2011.

Ms Walker provided a visual presentation which included: Thornhill Community Branch History, Stimulus Funding, Timeline Completion by March 31, 2011, Site Plan, Library, Scope of Work, Conversion of Theatre, Study Rooms, Children's Area, Computer Training Room, Projection Room, Workroom, and Challenges.

Discussion of the Board included contingency plans for delays, commitments from contractors, competition for good contractors, and the logistics of service during renovation. Ms Giblon thanked Mr. Taylor and his staff for submitting the application for the funding.

Moved by: Ms Giblon
Seconded by: Councillor Webster

RESOLVED THAT: The Board supports Library staff's and Town's Recreation Department's judgment to have service available if possible at Thornhill Community Library during renovation.

A concern arose regarding the logistics of completing the project within the prescribed deadline. More information will be available once the project group meets with the architect and construction participants. The Board will be kept updated.

Friendly Amendment

Ms Giblon agreed with the amendment.

Moved by: Mr. McDermott
Seconded by: Mr. Hung

RESOLVED THAT: The project be completed within the government's set time parameters even if it means Thornhill Community Library would be closed either partially or fully as may be deemed necessary to meet that objective.

Carried.

The Chair thanked Mr. Taylor.

7.0 EDUCATION

7.1 CEO's Highlights

Ms Giblon sent the CEO questions regarding the delay of the accessibility washroom at Unionville Library, feedback on the WOW project and C3. The CEO responded satisfactorily to the two later concerns and advised she will have information on the status of deficiencies in her monthly report.

Moved by: Councillor Webster
Seconded by: Ms Giblon

RESOLVED THAT: THE CEO's Highlights be received.

Carried.

7.2 Trends that Impact on the Virtual Branch – S. Feng

Ms Walker introduced Mr. Suliang Feng, Manager, Virtual Services. He has opened doors for the Library concerning changes and trends and provided statistical gathering.

Mr. Feng's presentation included:

Overview: Challenges /Opportunities we face
The impacts
Our strategies

He provided valuable and insightful information on the future of how the Library will do business, electronic information, and the global digital world.

The Chair thanked Mr. Feng for his presentation.

8.0 INCIDENTAL INFORMATION

8.1 CULC CEO Annual Meeting – October 5 & 6, 2009

The CEO is hosting the Canadian Urban Libraries Council – CEO Annual Meeting at Markham Village Library. The CEO invited the Board to attend a reception on October 5 with dinner following. The cost of the dinner will be provided closer to the date.

8.2 Holiday Party – November 20, 2009

The date for the Holiday Party for the staff has been set for Friday, November 20 starting at 5:30 p.m. at Milliken Mills Library. The Chair would like all the Board to participate and asked Mrs. Jestin to lead and plan the event. Further information will be given at the September Board Meeting.

November 21 is the SOLS Trustee Meeting which is held twice a year. Mr. Hung is the Board's delegate and has offered Markham Village Library as its venue. The meeting will be from 9:00 a.m. to 12:30 p.m. Members are welcome to attend.

8.3 Delegation over the Summer

The Chair requested Members to give the Board Secretary their summer telephone numbers and their availability over the summer.

Moved by: Mr. Jones
Seconded by: Mr. Hung

RESOLVED THAT: Responsibility of all Board decisions over the summer be delegated to the Board Chair in consultation with the Vice-Chair.

AND THAT: If either the Chair or Vice-Chair cannot be contacted in a reasonable time frame, a designated Board Member will be consulted.

Carried.

9.0 NEW BUSINESS

9.1 Regional Councillor Tony Wong

The Chair announced the passing of Regional Councillor Tony Wong and paid tribute to him on his dedicated public service to the Town and the Library. She indicated a card was sent on behalf of the Library Board and an Honour with Books will be dedicated to Regional Councillor Wong.

Councillor Webster advised the Board a condolence books is available for anyone to sign at the Town and a memorial service will be held at the Town on July 6 from 2:00 p.m. to 4:00 p.m.

9.2 IT Governance - What a Library Board Needs to Know Report on Participation in Audio Conference – D. Jones

Mr. Jones highlighted his thoughts on his report. Ms Giblon advised the Town auditor will be reviewing the IT process in 2010. The CEO stated there is a service level agreement between the Town and Library which include performance standards, telephone, desktops, laptops, enhancements, internet access, software, etc. The Library has regular ongoing meetings with IT.

Ms Giblon suggested Mr. Jones compile a list of any new areas of concerns he may have that are not covered in our Ends for the September meeting.

10.0 BOARD EVALUATION

10.1 Feedback to the Chair Survey

The Chair requested Members to complete the survey and hand them in to the Board Secretary.

11.0 ADJOURNMENT

Moved by Ms Sum that the meeting be adjourned at 9:25 p.m.