

TOWN OF MARKHAM PUBLIC LIBRARY

Regular Meeting

**Minutes of Meeting held on Monday, September 21, 2009, 8.53 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
Deputy Mayor Jack Heath (from 10.1)
Mr. David Jones
Ms Ada Leung
Mr. Mahendra Naik
Ms Amanda Turner
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
Ms Yolanda Chan, Manager, Angus Glen Library
Mr. Patrick Pan, Milliken Mills Library

Regrets: Councillor Alex Chiu
Mr. Justin Hung
Ms Deborah Jestin
Mr. William Jeyaveeran
Ms Shamira Madhany
Mr. Edward McDermott
Ms Lan Sum

1.0 AGENDA

1.1 Call to Order/Approval of Agenda

The Chair called the meeting to order at 7:14 p.m. A quorum could not be formed. The Chair continued the meeting discussing agenda Items 1.0 to 10.1 until a quorum could be formed.

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

She welcomed the Members back.

The book chosen to honour Regional Councillor Tony Wong was displayed for Members.

On a sad note, the Chair mentioned the sudden passing of Mrs. Jestin's father and advised that a message of condolence was sent to her and her family on behalf of the Board.

1.6 In Camera

2.0 CONSENT AGENDA

The Chair added 2.3.13 - Letter dated September 17, 2009 to Premier McGuinty from the Federation of Ontario Public Libraries to the Consent Agenda.

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

The Board Secretary noted the Annual Report, once received by the Board, will be put on the MPL website.

3.0 CEO'S Report

3.1 CEO'S Report – September 2009

The Members had questions on the courier service provider, rotational staffing model, new adult program, timing of the Milliken Mills feasibility study timelines, Thornhill Community Centre Library renovation timelines and services during renovation, electronic program registration and status of C3 patent registration. The CEO and staff responded satisfactorily to the Board.

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 on Executive Limitations EL-2d Budgeting/Forecasting. Mrs. Giblon had submitted electronic questions on the budget. Mr. Pogue provided an excellent explanation.

There was a discussion on who is our customer and how well do we know the areas we are serving. The Chair suggested perhaps a tour should be made of the areas indicated. A map by the Town could be provided for the next meeting indicating the areas discussed. Updated charts on KPI GTA comparisons would be helpful.

4.1.2 Executive Limitations: EL-2k Communication & Counsel – L. Sum

The Chair noted the Library did not receive any concerns or questions from the Board relating to Executive Limitations EL-2k Communication & Counsel.

5.0 ENDS

5.1 Ends Reminder

The Chair reviewed the Ends procedure. Members were requested to bring forward amendments to the Ends at any meeting. The amendments are gathered for the April meeting and are reviewed by staff at the May meeting and voted on at the June Board Meeting.

6.0 GOVERNANCE

7.0 OWNERSHIP LINKAGE

7.1 SOLS Trustee Meeting – Markham Village Library Reminder

7.1.1 Members Visits

The Chair noted Mr. Hung is the Board's SOLS representative. Markham Village Library will be hosting the next SOLS Meeting on November 21. Members are welcome to attend. Please let the Board Secretary know if you will be attending the meeting.

8.0 EDUCATION

9.0 INCIDENTAL INFORMATION

9.1 Agenda Planner

The Chair noted the Agenda Planner is a valuable tool for Members. The yellow highlighted areas indicate the Executive Limitations the Members are assigned.

She also mentioned Ontario Public Library Week is from October 18 to 25. An electronic calendar of events will be sent by the Board Secretary.

The Chair impressed upon the Members if they will be attending any Library event to advise the Board Secretary in order that they can be introduced at the function.

9.2 Board Meeting Dates

The Chair noted the list of Board Meeting dates and to please have the dates noted in your diary.

It is important to inform the Chair and Board Secretary if you will not be attending a meeting as quorum issues present a problem.

9.3 Board Event

Ms Giblon offered to investigate and report back.

9.4 Library Event

The Chair, Mrs. Jestin and Mrs. Byrnes will be meeting soon. Please forward any ideas to the Board Secretary. Staff will be polled for their comments..

9.5 CULC – CEO Meeting Dinner – Reminder

The Chair requested the Members to email the Board Secretary's if they will be attending the dinner.

9.6 Advocacy Workshop Dates Reminder

A package will be sent electronically regarding the advocacy training session. There are two parts to the training session. The first session will be on Sunday October 4 and second will follow the October 26th Board Meeting.

Paper copies of the handout will be available at the meeting.

10.0 NEW BUSINESS

10.1 Integrated Leisure Master Plan.

The CEO advised that a lot of work has been done on the Master Plan. The consultant is working on the comments of the participants and will have a model in about four weeks.

A quorum was formed at 8:53 by Deputy Mayor Health.

Motions discussed by the Board were approved by one motion:

Moved by: Councillor Webster
Seconded by: Ms Giblon

RESOLVED THAT: All Motions discussed are agreed upon and approved.

Carried.

The following motions indicated above were approved:

1.1 Call to Order/Approval of Agenda

Moved by: Councillor Webster
Seconded by: Ms Giblon

RESOLVED THAT: The agenda be approved.

Carried.

**Moved by: Councillor Webster
Seconded by: Ms Giblon**

2.0 Consent Agenda

RESOLVED THAT: The consent agenda be received.

AND THAT: The Consent Agenda comprising of items:

Approval of Consent Agenda

Minutes of Meeting June 22, 2009

Communication and Correspondence:

- 2.3.1 Annual Report 2008
 - 2.3.2 MPL Board Response to Master Plan Survey
 - 2.3.3 "Extreme makeover: library edition", The Toronto Star, July 25, 2009
 - 2.3.4 "PAWS for Reading program" Town e-News, July 20, 2009
 - 2.3.5 "Library on the Road", Mark of Excellence, May 2009
 - 2.3.6 "Markham's 'Make them Cry' Strategy", Access, Summer 2009
 - 2.3.7 "Local history comes alive in historical tour", York region.com, August 27, 2009
 - 2.3.8 "The future of libraries, with or without books", CNN.com
 - 2.3.9 MPL Activities at the Library – October
 - 2.3.10 Board Newsletter – No. 104
 - 2.3.11 Governance Process: GP-2d Board Committee Principles – 11(a) (Please put updated copy in your policy binder)
 - 2.3.12 Annual Board Attendance Sept 2008 to June 2009
 - 2.3.13 Letter dated September 17, 2009 to Premier McGuinty from the Federation of Ontario Public Libraries
- Annual Monthly Policy Review: (The wording of the following policies are reviewed annually by a Member)**
- 2.4.1 GP-1 Global Government Commitment – J. Hung
 - 2.4.2 BCL-1 Global Governance Management Connection - S. Madhany

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.

2.2 Minutes of Meeting June 22, 2009

Moved by: Councillor Webster

Seconded by: Ms Giblon

RESOLVED THAT: The Minutes of the meeting held on June 22, 2009 be approved.

Carried.

2.3.1 Annual Report

Moved by: Councillor Webster

Seconded by: Ms Giblon

RESOLVED THAT: The 2008 Annual Report be received.

Carried.

3.1 CEO's Report – September 2009

Moved by: Councillor Webster

Seconded by: Ms Giblon

RESOLVED THAT: The CEO's Report of September 2009 be received.

Carried.

4.1.1 Executive Limitations: EL-2d Budgeting/Forecasting – M. Naik

Moved by: Councillor Webster

Seconded by: Ms Giblon

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

Carried.

4.1.2 Executive Limitations: EL-2k Communications & Counsel to the Board

Moved by: Councillor Webster

Seconded by: Ms Giblon

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

Carried.

9.3 Board Event

Moved by: Councillor Webster

Seconded by: Ms Giblon

RESOLVED THAT: To hold an annual Board event for Board Members, Mayor, senior staff and one guest each at the beginning of the New Year.

Carried.

9.4 Library Event

Moved by: Councillor Webster

Seconded by: Ms Giblon

RESOLVED THAT: The Board approve up to \$4500 to be expensed for the library event.

Carried.

11.0 BOARD EVALUATION

11.1 Feedback to the Chair Summary

There was no discussion on the summary.

12.0 ADJOURNMENT

Moved by Mr. Jones that the meeting be adjourned at 9:02 p.m.