

TOWN OF MARKHAM PUBLIC LIBRARY

Regular Meeting

**Minutes of Meeting held on Monday, October 26, 2009, 6:31 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
Councillor Alex Chiu
Deputy Mayor Jack Heath (from 3.1)
Mr. Justin Hung
Ms Deborah Jestin
Mr. David Jones
Ms Ada Leung
Mr. Edward McDermott
Mr. Mahendra Naik
Ms Lan Sum
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
Mrs. Suraj Sharma, Manager, Technical Services Department

Regrets: Mr. William Jeyaveeran
Ms Shamira Madhany

1.0 AGENDA

1.1 Call to Order/Approval of Agenda

The Chair called the meeting to order at 6:31p.m.

Moved by: Councillor Alex Chiu
Seconded by: Councillor John Webster

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 extended Wendy Newman's regrets for not being able to attend this evening to continue the advocacy training due to illness. The Board was polled for the next amenable training session. It was agreed that the November Board Meeting – November 23 would be the best date. The November Board Meeting will start at 6:30 p.m. with a light dinner available preceding the meeting at 6:00 p.m. The advocacy training session will commence at 7:00 p.m.

The Chair thanked Mrs. Byrnes and Mrs. Macklin for making the dinner for the Board.

In the Board package, under item 9.1 each member is requested to sign the necessary form and return it to the Board Secretary this evening.

1.7 In Camera

None.

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 Sum
Seconded by: Councillor Chiu

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 September 21, 2009
- 2.3 Communication and Correspondence:
 - 2.3.1 "This Week's Smile", Markham Economist & Sun, Thursday, October 8, 2009
 - 2.3.2 "Is sale of naming rights really worth the money?", York Region.com, October 8, 2009
 - 2.3.3 "Substance and Style" Main Street October 2009
 - 2.3.4 Extract of October 5, 2009, General Committee
 - 2.3.5 "A tale of two countries' libraries", The Star, September 20, 2009
 - 2.3.6 Calendar of Events – November 2009
 - 2.3.7 Proclamation" Pubic Library Week" October 13, 2009, Markham Town Council
 - 2.3.8 "Launch of Ontario Pubic Library Week", FOPL, October 19, 2009
- 2.4 Annual Monthly Policy Review: (The wording of the following policies are reviewed annually by a Member)

2.4.2 BCL-2a Unity of Control – J. Hung

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 – September 21, 2009

Moved by: Ms Sum
Seconded by: Councillor Chiu

RESOLVED THAT: The Minutes of the meeting held on September 21, 2009 be approved.

Carried.

3.0 CEO'S REPORT

3.1 CEO'S Report – October 2009

The Board had questions concerning time lines and recent architectural layout revisions of the East Markham Community Centre, the Milliken Mills feasibility study timelines, data bases, and statistics. The CEO and senior staff were able to respond to their inquiries satisfactorily.

Moved by: Mr. Jones
Seconded by: Ms Giblon

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 – 2b Staff & Staffing – D. Jones

Mr. Jones led the discussion on Executive Limitations EL-2b Staff and Staffing. He indicated he did not receive any comments or concerns from the Members. There was discussion on the wording of the Executive Limitation.

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

RESOLVED THAT: Executive Limitation EL-2b be changed to read:

With respect to the treatment of paid and volunteer staff, the CEO shall not cause or allow conditions that are unfair, undignified, unsafe, or are in violation of any labour and/or human rights legislation nor fail to maintain appropriate Markham Public Library policy.

Carried.

It was noted Deputy Mayor Heath did not agree with using negatives in the policy.

There was discussion. The Board raised the questions: should the Board be aware and do they have an obligation to know that the Library is in compliance with the various employment-related legislation? The concern is whether there are duties within the legislations that might state requirements of the Board. It was noted the Board should be in a position of being diligent that the Library is in compliance with these Acts. It was suggested that these legislations should be reviewed yearly. It was noted that many of the legislative requirements are carried out under the Town's policies which the Library follows. Mr. Jones will forward a list of the Acts to the CEO. Deputy Mayor Heath suggested the Board invite the Town Solicitor to clarify this area of Board compliance requirements.

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

RESOLVED THAT: The staff investigates further the Board requirements of the various employment related-legislation with the Town's legal staff and report back.

Carried.

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

RESOLVED THAT: The monitoring report Executive Limitations EL- 2b – Staff & Staffing be received.

Carried.

4.1.2 Executive Limitations: EL-2c Staff Conduct – D. Jestin

Mrs. Jestin led the discussion on Executive Limitations: EL-2c Staff Conduct. She indicated she did not receive any comments from the Board Members. She reviewed the policy and noted it was straight forward and she had no questions.

Moved by: Ms Sum
Seconded by: Mr. Hung

RESOLVED THAT: That the monitoring report Executive Limitations: EL-2c Staff Conduct be received.

Carried.

4.1.3 Executive Limitations: EL-2e Financial Condition – A. Leung

Ms Leung led the discussion on Executive Limitations: EL-2e Financial Condition. She did not receive any comments from the Board Members and indicated she had no questions.

The Board raised questions relating to program fees, electronic registration, and library materials. The CEO and staff provided satisfactory responses.

Moved by: Mr. McDermott
Seconded by: Ms Turner

RESOLVED THAT: That the monitoring report Executive Limitations: EL-2e Financial Condition be received.

Carried.

5.0 ENDS

6.0 GOVERNANCE

6.1 Resignation of Mr. William Jeyaveeran

The Chair acknowledged receipt of Mr. William Jeyaveeran's resignation letter.

Moved by: Ms Sum
Seconded by: Ms Giblon

RESOLVED THAT: Mr. William Jeyaveeran's resignation be accepted with regret.

Carried.

A letter from the Chair will be sent to Mr. Jeyaveeran to accept his resignation. According to By-law 2.1 the size of the Board shall consist of 12 to 15 Members, therefore recruitment for the position will not be pursued at this time.

7.0 OWNERSHIP LINKAGE

8.0 EDUCATION

8.1 Accessibility Customer Service Training

The Chair requested Members to read the documents provided and to sign the form indicating their commitment to read the document.

8.2 Thornhill Community Centre Expansion/Renovation Project Update

Ms Walker provided a handout on the Thornhill Community Centre Expansion/Renovation Project update. The handout included: project objectives, program components, tree restoration and building footprint, and timelines. The CEO provide background of this project and went through the new proposed design.

The staff had indicated there is no space available in the community centre to keep the Library open during the renovation. Deputy Mayor Heath expressed concern over any type of closure and advised he will raise this concern at a council meeting. In the meantime, Mr. Pogue was requested to address the Board's concerns at the next project meeting regarding reshuffling work in order to accommodate space for the Library to remain open. The Board requested to be given an update on the temporary closing or partial closing of the Library and this item be placed on the agenda when this information becomes known.

9.0 INCIDENTAL INFORMATION

9.1 Board Members Travel Expenses Forms

The Chair requested Members to complete the forms and return it to the Board Secretary that evening.

9.2 MPL By-law 2.7 Compliance

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

RESOLVED THAT: Councillor Alex Chiu's absence from the regular meetings held on May 25, June 22 and September 21, 2009 be authorized.

Carried.

10.0 NEW BUSINESS

10.1 Board Event

The Board chose Friday, January 29, 2010. Mrs. Giblon will be looking for a venue in Thornhill and bring details to the next meeting. The time for the function will be 6:30 for 7:00 p.m.

10.2 Library Event

The Chair requested Board Members to wear their black Library t-shirts and to arrive at 5:00 p.m. An email will be sent regarding various duties available.

10.3 Events at the Library

The Chair discussed the poor public participation of certain events-author readings and talks and the Opera York partnership being two at the Library during Public Library Week. Concern was raised regarding the amount of work organizing different types of events for the public some with little success. Mr. Jones suggested a workshop for writers regarding self publishing; finding a publisher and information on the writing process may be of more value instead of an author visit. Deputy Mayor Heath noted that it is important to remember Markham is a suburban community and there are limited ways to compete with the bigger names in the city. It was noted that time is the biggest inhibitor of the population to attend events. Many people have competing and conflicting priorities for the same valuable time. The Chair was concerned that we may need to evaluate our way of advertising to the public including the role of our website.

Moved by: Ms Giblon
Seconded by Mr. Jones

RESOLVED THAT: Staff discuss and evaluate the events of Public Library Week with all the parties involved (presenters, organizers and attendees) and prepare a report for the November meeting. Special emphasis should be given to the marketing that was done and possible recommendations for improving the turnout at future events.

Carried.

10.4 Advocacy Training

Ms Newman was unable to instruct the advocacy training session this evening. There was discussion on the next mutually convenient date. The Board decided to have the training session on Monday, November 23 at 7:00 p.m. The Board Meeting will start at 6:30 p.m. sharp with a light dinner preceding the meeting at 6:00 p.m.

10.5 SOLS Meeting

MPL will be hosting the next SOLS meeting on Saturday, November 21. The meeting will start at 9:30 to 12:30 p.m. The Chair invited the Board to attend. The Board Secretary will send out a reminder.

11.0 ADJOURNMENT

Moved by Mr. McDermott that the meeting be adjourned at 8.45 p.m.