

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Monday, May 30, 2022 7:07 p.m., Virtual Meeting

Present from Board: Mr. Raymond Chan, Vice-Chair/Acting Chair
Mr. Edward Choi
Councillor Keith Irish
Councillor Andrew Keyes
Mrs. Pearl Mantell
Mrs. Lillian Tolensky
Mr. David Whetham
Mr. Jay Xie

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer
Ms. Andrea Cecchetto, Director, Service Excellence
Mrs. Diane Macklin, Director, Community Engagement
Ms. Michelle Sawh, Director, Administration & Operational Support
Ms. Deborah Walker, Director, Library Strategy & Planning
Mrs. Hilary Murphy, Manager, Planning & Reporting
Ms. Polly Chan, Financial Analyst
Ms. Megan Garza, Senior Manager, Organizational Transformation
Mrs. Anthea Bailie, Manager, Collections & Technical Services
Mr. Patrick Pan, Manager, Facilities & Workplace Safety
Mrs. Susan Price, Board Secretary

Regrets: Ms. Margaret McGrory, Chair
Deputy Mayor Don Hamilton
Mr. Ben Hendriks
Ms. Iqra Awan

Guests: Ms. Christina Gao, Manager, KPMG, Ms. Maria Khoushnood, Partner, Audit
KPMG

1.0 Call to Order/Approval of Agenda

Mr. Raymond Chan, Vice-Chair/Acting Chair called the meeting to order at 7:07 p.m.

Moved by Mrs. Lillian Tolensky
Seconded by Councillor Keith Irish

Resolved that the agenda be approved.

Carried.

As Ms. McGrory was unable to join the remote meeting due to technical difficulties, Mr. Chan assumed the Role of Chair and called the meeting to order.

1.1 Declaration of Conflict of Pecuniary Interest

None.

1.2 **Delegation**

None.

1.3 **Chair's Remarks:**

CHAIR'S INDIGENOUS LAND ACKNOWLEDGMENT

We begin today by acknowledging the traditional territories of Indigenous Peoples and their commitment to stewardship of the land. We acknowledge the communities in circle. The North, West, South and Eastern directions, the Haudenosaunee, Huron-Wendat, Anishnabeg, Seneca, Chippewa and the current treaty holders Mississaugas of the Credit peoples. We share the responsibility with the caretakers of this land to ensure the dish is never empty and to restore relationships that are based on peace, friendship and trust. We are committed to reconciliation, partnership and enhanced understanding.

Mr. Chan asked Directors to introduce any staff members present.

The Vice-Chair reminded the Board that votes would need to be counted and to keep their hands raised until staff are able to do so.

Reminder to Board members to send Policy questions/clarifications to the Board Secretary by June 15 in preparation for the June Board Education Q&A, a reminder e-mail will be sent with the link to the latest version of the policies.

1.4 **Board CEO-Linkage BCL-2e Policy; Performance Review:**

On behalf of the Chair the Vice-Chair advised the Board that the process for the Chief Executive Officer Performance Review for the year 2021 (ending February 28, 2022) was undertaken and completed.

The signed documents will be filed along with the CEO's response, per procedure.

Additionally, there will be a copy stored in a secured file on the server.

PLEASE NOTE THAT AGENDA 5.1 WAS MOVED AHEAD IN ORDER TO ACCOMMODATE OUR GUESTS.

5.1 **Financial Statements of the Markham Public Library Board:**

Staff introduced and welcomed Ms. Christina Gao, Manager, KPMG, Ms. Maria Khoushnood, Partner, Audit, KPMG who conducted the Markham Public Library Board annual audit.

Ms. Khoushnood stated that she would give a high level review and all that remained to complete the audit was approval from the Board. It was a clean audit, there were no issues noted, no audit misstatements and no control deficiencies. Ms. Koushnood asked if there were any questions, there were none. She also expressed appreciation on the efficiencies of MPL Management staff.

AGENDA 2.1

Staff thanked the auditors for attending.

Moved by Mrs. Pearl Mantell

Seconded by Mr. Jay Xie

Resolved that the report entitled “Financial Statements of the Markham Public Library Board, December 31, 2021” be received; and,

That the Board approve the Financial Statements of the Markham Public Library Board December 31, 2021; and,

That the Board Chair be authorized to sign the approved 2021 Financial Statements on behalf of the Board; and,

That the Board authorize Staff to issue the final audited Financial Statements for the fiscal year ended December 31, 2021;

AND that Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried.

2.0 **Approval of Minutes:**

2.1 Library Board Minutes April 25, 2022

Moved by Mrs. Lillian Tolensky

Seconded by Councillor Andrew Keyes

Resolved that the minutes of the April 25, 2022 Library Board Meeting be confirmed.

Carried.

2.2 **Consent Agenda:**

Moved by Councillor Andrew Keyes

Seconded by Mr. Jay Xie

Resolved that the Consent Agenda comprising Agenda items 2.2 to 2.4.1 and the same 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:

2.3 Declaration of Due Diligence by the CEO

2.4 Communication and Correspondence:

2.4.1 thestar.com: Markham Public Library's Cornell branch reopens April 29 with in-person services

<https://www.thestar.com/local-markham/news/2022/04/28/markham-public-library-s-cornell-branch-reopens-april-29-with-in-person-services.html>

Carried.

3.0 **CEO's Highlights:**

The Chair asked the CEO to comment on the Highlights. Mrs. Biss briefly mentioned the following items, before turning to staff for their presentations.

- Retirement of Markham's Commissioner of Community Services
- 2022 Development Charges Background Study and Community Benefits Charges

The staff presentation reviewed the information contained in the Board package with a focus that included:

- Alignment with Markham's Strategic priorities
- Density Bonusing (Transition from s37 to Community Benefits Charges) -allowing for an increase in height or density of a proposed development if there would be a provision for other facilities such as a library eg. Perth/Dupont Library at 299 Campbell Ave.
- Markville Secondary Plan Study-Workshop with Parks, Recreation and Library Staff

There was lots of discussion, questions and clarifications.

Moved by Councillor Andrew Keyes

Seconded by Mrs. Pearl Mantell

Resolved that the report entitled "CEO's Highlights May 2022" be received.

Carried.

3.1 **Markham Centre Update, May 2022**

Staff presented and gave a comprehensive review of the report contained in the Board package and pointed out many examples of multi-use spaces and urban library design in other cities. The goal is to develop a vision for a Downtown library with a focus on Arts and Culture that would provide opportunities and encourage the formation of an arts and cultural infrastructure and would attract creative talent to Downtown.

Moved by Mrs. Lillian Tolensky

Seconded by Mr. Edward Choi

Resolved that the report entitled "Markham Centre Update, May 2022" be received.

Carried.

4.0 **Annual Monthly Policy Review**

(To be undertaken at the January meeting)

5.0 **Internal Monitoring Reports:**

(Compliance list of internal monitoring reports and discussion led by members)

5.1 **Please see at the beginning of the meeting**

5.2 **Executive Limitation: EL-2d Financial Condition**
(Assigned to Mrs. Pearl Mantell)

Mrs. Mantell advised that she had reviewed the report and found it to be compliant and complete. She had contacted Board members by e-mail and received no questions or concerns and there were none from the floor.

The report confirmed that the CEO and MPL's practices relative to MPL's Financial Condition comply with the requirements of EL-2d policy.

Moved by Mrs. Pearl Mantell
Seconded by Mr. Edward Choi

Resolved that the Report entitled "Internal Monitoring Report-Executive Limitation EI-2d, Financial Condition" be received.

Carried.

6.0 **Ends**

7.0 **Governance:**

7.1 **Update from OLS-Margaret McGrory**

None this month.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

There were no reports from Board members attending library related events at this time.

9.0 **Board Advocacy:**

9.1 **June-August 2022 Library Programs**

Staff advised the Board that now that things were getting back to a more 'normal' routine, they were working towards reporting programs on a quarterly basis.

Moved by Mrs. Pearl Mantell
Seconded by Councillor Andrew Keyes

Resolved that the report "June-August 2022 Library Programs" be received.

Carried.

10.0 **Education**

10.1 **The Fine-Free Movement in Libraries**

Staff explained that the MPL Fine-free Pilot launched in April 2021 for children and teens. 300+ Canadian Libraries have implemented fine-free policies, including TPL. The goal of the movement is to improve **Access, Equity, and Service** for patrons. Studies show that fines are a barrier to access and will prevent some clients from using the library. It should be noted that fine-free applies to late fees not the loss of materials. If customers are not intimidated by mounting late fees they will be more inclined to return outstanding materials.

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There was some discussion about customer accountability with this policy and loss of revenues. It was also suggested that more information on the parameters of the policy be readily available in branches.

Staff noted that studies have shown there has not been a negative impact from the fine-free movement in libraries. There may be an initial loss of revenue, however revenue from fines has been in a steady state of decline for some years. Any loss in revenue would be partially offset by the costs and resources required to collect the fines.

Staff recommended that the Fine-Free Report on the success of the Pilot for MPL be deferred to March 2023 when more realistic (post-pandemic) numbers would be available.

Moved by Mrs. Lillian Tolensky
Seconded by Mrs. Pearl Mantell

Resolved that the Board receives the Board Education Presentation entitled “The Fine-Free Movement in Libraries”

Carried.

11.0 **Incidental Information (none)**

12.0 **New Business:** 12.1 **Presentation on “The Canadian Library” Project**

The CEO made the presentation as a follow up to a request made at the April 25, 2022 regular Board Meeting. At that meeting, the Board passed the following motion: **“Staff to investigate finding possible funding sources to purchase fabric for the Canadian Library project”**

Mrs. Biss explained that the Canadian Library Project is a settler initiative to bring awareness and commemorate *Murdered and Missing Indigenous Women and Girls (MMIWG)*. The initiative has projects underway in Ontario, Alberta and B.C.

Staff investigated the option of providing funding to the Canadian Library for Indigenous cloth, but after consultation with City advisors and review of our own policies, the library determined that funding another organization in this way was not possible.

However, staff determined that they could support the project in the following ways:

With a MOU in place....

- The library will continue to provide discarded hardcover books to the Canadian Library
- We will provide joint programs that include a representative of the organization to explain the initiative and the practices in place to ensure respectful process and increase awareness around MMIWG
- That for these Library programs, the Canadian Library will be compensated for any specific materials related to the program including fabric, and the Library will be responsible for any speaker fees for these joint programs.

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In addition the Library will continue to explore other opportunities to bring in speakers who can speak to their experiences as an Indigenous person so that the community has the information they need to better understand Indigenous peoples, the history of Canada's treatment of Indigenous peoples and the calls to action of Truth and Reconciliation.

Moved by Mr. Jay Xie
Seconded by Mr. David Whetham

Resolved that the presentation on "The Canadian Library" project be received.

Carried.

13.0 **Board Evaluation:**

13.1 **Questionnaire: Performance of Individual Board Members**

The Vice-Chair asked Board Members to complete the questionnaire and e-mail to the Board Secretary.

14.0 **In Camera Agenda (none)**

15.0 **Adjournment:**

Moved by Mr. Edward Choi and seconded by Mrs. Lillian Tolensky that the meeting be adjourned at 8:36 p.m.