

AGENDA 1.0

MARKHAM PUBLIC LIBRARY BOARD

REGULAR MEETING

Notice of meeting to be held on Tuesday, October 25, 2022 7:00 p.m., Virtual Meeting

AGENDA

- 1.0 **Call to order/Approval of agenda**
- 1.1 Declaration of conflict of pecuniary interest
- 1.2 Delegation: None
- 1.3 Chair's Remarks

- 2.0 **Approval of Minutes:**
- 2.1 Library Board Minutes September 26, 2022

- 2.2 **Consent Agenda:**
All items listed under the Consent Agenda are considered to be routine and are recommended for approval by the Chair. They may be enacted in one motion or any item may be discussed if a member so requests

- 2.3 Declaration of Due Diligence by the CEO

- 2.4 Communication and Correspondence:
 - 2.4.1 thestar.com: Markham teacher brings mindfulness tools to classroom
<https://www.thestar.com/local-markham/news/2022/09/20/markham-teacher-brings-mindfulness-tools-to-classroom-to-help-kids-manage-emotions.html?rf>
 - 2.4.2 YorkRegion.com: Residents frustrated by prolonged library closure at Markham's Milliken branch
<https://www.yorkregion.com/news-story/10719918-residents-frustrated-by-prolonged-library-closure-at-markham-s-milliken-branch/>
 - 2.4.3 **MARKHAM VOTES:** [Voter information letters for Markham municipal election are in the mail](#)
YorkRegion.com Those who do not receive a voter information letter by Oct. 12 may not be registered on the municipal voters' list.

- 3.0 **CEO's Highlights, October 2022**
- 3.1 **Markham Centre Update**

- 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 Executive Limitation: EL-2b Staff Treatment (B. Hendriks /A. Cecchetto)
- 5.2 Executive Limitation: EL-2c Budgeting/Forecasting (E. Choi /M. Sawh) deferred
- 5.3 Executive Limitation: EL-2j Communication and Counsel to the Board
(I.Awan /D. Walker)

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- 6.0 **Ends**

- 7.0 **Governance:**
 - 7.1 OLS Update (Margaret McGrory)

- 8.0 **Ownership Linkage:**
 - 8.1 Input from Board Members

- 9.0 **Board Advocacy**
 - 9.1 Board Presentation to Council Discussion

- 10.0 **Education:**
 - 10.1 Board Education Plan for 2023 (A. Cecchetto)

- 11.0 **Incidental Information**

- 12.0 **New Business:**
 - 12.1 The Library and Political Elections Policy

- 13.0 **Board Evaluation:**
 - 13.1 Questionnaire Results: The Conduct of the Board

- 14.0 **In Camera Agenda**
 - 14.1 To discuss a confidential personnel matter

- 15.0 **Adjournment**

NEXT MEETING: Monday, November 28, 2022
Virtual Meeting

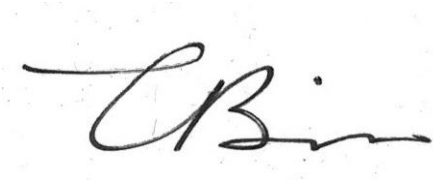
AGENDA 2.2

TO: Markham Public Library Board
FROM: Catherine Biss, CEO& Secretary-Treasurer
PREPARED BY: Susan Price, Board Secretary
DATE OF MEETING: October 25, 2022
SUBJECT: **CONSENT AGENDA**

RECOMMENDATION:

That the Consent Agenda comprising of Agenda 2.2 to 2.4.3 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:

- 2.2 CONSENT AGENDA:**
- 2.3 Declaration of Due Diligence by the CEO**
- 2.4 Communication and Correspondence:**
 - 2.4.1** thestar.com: Markham teacher brings mindfulness tools to classroom
<https://www.thestar.com/local-markham/news/2022/09/20/markham-teacher-brings-mindfulness-tools-to-classroom-to-help-kids-manage-emotions.html?rf>
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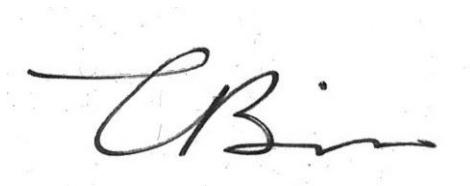
Catherine Biss
CEO & Secretary-Treasurer

MARKHAM PUBLIC LIBRARY BOARD

DECLARATION OF DUE DILIGENCE BY THE CEO

I, Catherine Biss, Chief Executive Officer of the Markham Public Library Board (the “Board”), hereby declare that to the best of my knowledge and belief, Markham Public Library is in compliance with the following from September 21,2022 to October 18 ,2022.

- 1) All wages owing have been paid to all employees of the Board;
- 2) All payroll remittances, consisting of income tax, CPP, EI premiums and Employers Health Tax relating to employee remuneration have been appropriately calculated and withheld, and promptly remitted;
- 3) All the Harmonized Sales Taxes owing have been appropriately calculated based on the Board’s current operating procedures and promptly remitted on a quarterly basis;
- 4) All federal and provincial regulatory filings have been made;
- 5) The Board has been informed of any complaints of harassment, including sexual harassment, involving a staff person;
- 6) The Board has been informed of any contraventions of the Occupational Health and Safety Act;
- 7) Other than as previously disclosed to the Board, there are no actual, threatened or potential claims against the Board or its Directors.



Catherine Biss, CEO & Secretary-Treasurer

October 18, 2022
Date

AGENDA 5.3

TO: Markham Public Library Board
FROM: Catherine Biss, CEO & Secretary-Treasurer
PREPARED BY: Deborah Walker, Director, Strategy & Planning
DATE OF MEETING: October 25, 2022
SUBJECT: **INTERNAL MONITORING REPORT: Executive Limitation EL-2j,
Communication & Counsel to the Board
(June to September 2022)**

EXECUTIVE SUMMARY:

This report provides the Board with a triannual affirmation that the Board is informed and supported in its work.

This is a report on communication and counsel to the Board for the period from June 2022 to September 2022. All communication and counsel requirements are in full compliance with Board policy.

RECOMMENDATION:

That the report entitled “Internal Monitoring Report: Executive Limitation EL-2j, Communication & Counsel to the Board (June to September 2022)” be received.

POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: COMMUNICATION AND COUNSEL TO THE BOARD (EL-2j)
[Report on the CEO’s communications to the Board, ensuring that it is properly informed and equipped to make appropriate decisions.]

GLOBAL POLICY LIMITATION:

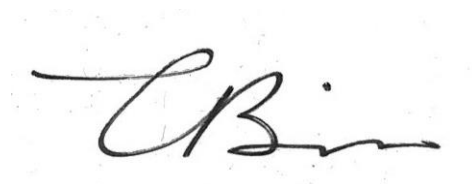
The CEO shall not permit the Board to be uninformed or unsupported in its work.

CEO RESPONSIBILITY:

The CEO will ensure the Board is informed and supported in its work.

ASSERTION OF COMPLIANCE

As per the Report below, I assert that I am in compliance with this Global Policy Executive Limitation.



Catherine Biss
CEO & Secretary-Treasurer

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- 1. POLICY LIMITATION:** *The CEO shall not neglect to submit monitoring data required by the Board (see policy on Monitoring Executive Performance) in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored and including the CEO's interpretations consistent with the "Delegation to the CEO" policy, as well as relevant data.*

CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

- On a regular schedule, the Library provides appropriate internal monitoring reports, in which the CEO discloses compliance information to the Board.
- All such reports include a statement of interpretation indicating the CEO's "reasonable interpretations" of the Board Ends and Executive Limitations Policies within the meaning of the "Delegation to the CEO" policy.
- Relevant data is included in monitoring reports to demonstrate accomplishment of the interpretation (regarding Ends) or compliance with the interpretation (regarding Executive Limitations).
- Monitoring data is also provided to the Board through the regular cycle of Strategic Plan Updates, Ends Reports, Executive Limitation Reports, and Board Statistical Reports.
- Annually, the auditor presents the previous year's financial report.

- 2. POLICY LIMITATION:** *The CEO shall not let the Board be unaware of significant changes in provincial or municipal policies, anticipated adverse media coverage, material external and internal changes (including purchases of over \$350,000), particularly changes in the assumptions upon which any Board policy has previously been established.*

CEO RESPONSIBILITY:

- The monthly CEO reports identify significant changes in provincial or municipal policies, anticipated adverse media coverage, and material external and internal changes.
- Material external and internal changes reported include:
 - 2023 Business Planning Process.
 - Memorandum of Understanding between the City of Markham and York University (Markham Campus).
 - Yonge Corridor Study.
 - Deferral of Corporate ILMP Projects.
 - Co-location Guidelines.
 - Indigenous Subject Headings.
 - Municipal Election.
 - Summer Programs.
 - Milliken Centre Secondary Plan Update.
- Regarding purchases of over \$350,000, no such purchase took place during the reporting period.
- When an event relevant to the Board's mandate arises outside the normal cycle of Board reports, staff use email communication to ensure Board awareness.
- Adverse media coverage during the reporting period is reported in the regular CEO reports. When a potentially urgent incident of adverse media coverage arises between Board meetings, staff use email to ensure the Board Chair and Vice-Chair are promptly informed.
 - No such adverse media incident took place during the reporting period.

- 3. POLICY LIMITATION:** *The CEO shall not allow the Board to be unaware that, in the CEO's opinion, the Board is not in compliance with its own policies on Governance Process and Board-CEO Linkage, particularly in the case of Board behaviour that is detrimental to the work relationship between the Board and the CEO.*

CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

- There has been no non-compliance to report on.

4. **POLICY LIMITATION:** *The CEO shall not present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision-preparation, or other.*

CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

- Staff prepare appropriate reports and presentations for Board information or recommending Board approval. The reports and presentations include points of view, issues, and options, as appropriate. Examples include:
 - June 27, 2022:
 - 3.1 Markham Centre Update, June 2022.
 - September 26, 2022
 - 3.1 Markham Centre Update, September 2022
 - 6.1 Strategic Plan Update.
 - 9.1 October to December 2022 Library Programs.
 - 10.2 MPL's Digital Literacy Strategy.
- Staff invite delegations of City staff to attend Board meetings to provide information on municipal aspects of Board issues, as appropriate.
 - No such delegations took place during the reporting period.
- Staff invite delegations of consultants and other external representatives to attend Board meetings to provide information on projects and initiatives of interest to the Board, as appropriate.
 - . No such delegations took place during the reporting period.

5. **POLICY LIMITATION:** *The CEO shall not allow the Board to be without a workable mechanism for official Board, officer or committee communications.*

CEO RESPONSIBILITY and EVIDENCE of COMPLIANCE:

- In the absence of any feedback, the CEO is in compliance.

6. **POLICY LIMITATION:** *The CEO shall not allow the Board to be without secretarial support, including draft minutes within two weeks of each Board meeting and any action list arising from meetings.*

CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

- The Board Secretary provides action lists arising from Board meetings within 2 weeks of the meeting.
- The Board Secretary provides a draft of the minutes to the Board within two weeks of the meeting.
- The Board Secretary responds to telephone calls and emails within 48 hours of receipt of them.

7. **POLICY LIMITATION:** *The CEO shall not favour or privilege certain Board members except when:*

- a) *Fulfilling individual requests for information or;*
- b) *Responding to officers or committees duly charged by the Board.*

CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

- The CEO is in compliance.

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8. **POLICY LIMITATION:** *The CEO shall not allow the Board to be unaware of an actual or anticipated non-compliance with Ends or Executive Limitations policy of the Board regardless of the Board's monitoring schedule.*

CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

- There has been no actual or anticipated non-compliance with any policy of the Board to report on.

9. **POLICY LIMITATION:** *The CEO shall not fail to submit to the Board a required approval (consent) agenda containing all items delegated to the CEO, and required by law or contract to be Board-approved, along with the monitoring assurance pertaining thereto.*

CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

- During the reporting period, there was nothing in the consent agendas that was required by law to be Board-approved.

10. **POLICY LIMITATION:** *The CEO shall not allow the Board to be unaware of complaints identified by customers which in the judgment of the CEO are of pressing concern.*

CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

- June 3.0: Appendix A reported as follows:
 - During the reporting period, a complaint was received regarding the continued closure of the Milliken Library during renovation and expressing the negative impacts of the loss of local library services. Staff responded expressing our understanding of the loss and explaining our efforts to re-open as expeditiously as possible.

11. **POLICY LIMITATION:** *The CEO shall not allow personal information about Board members to be unprotected or compromised (except for Board member's names, photographs, and any authorized tag lines on the Library website and other promotional vehicles).*

CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

- The Board Secretary maintains all contact information for Board members in confidential files accessible only to senior administration staff and their support staff.
- The Board's personal contact information is provided through electronic and paper versions to the Board members, senior Administration staff and their support staff only upon specific occasions:
 - a) Emergency,
 - b) Inviting Board members to special MPL events such as opening a library, staff celebrations, etc., and
 - c) To fulfill Revenue Canada's request for information on the "Directors, Trustees, and Like Officials worksheet."
- The Library's Human Resources policy regarding *Confidentiality of Personal Information* further provides that contact information for employees and Library Board members may not be released without the permission of the employee/Board member or the CEO. Requests for this information must be referred to the CEO, or designate.

12. **POLICY LIMITATION:** *The CEO shall not fail to advise the Board in a timely manner of trends, facts and information relevant to the Board's work.*

CEO RESPONSIBILITY and EVIDENCE OF COMPLIANCE:

- The monthly CEO reports include:

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- Relevant external trends, such as:
 - Budgeting for Municipal Building Projects
 - Evidence of Learning Loss and Related Issues
 - Facility Planning – Community Facilities in Urban Settings – Innovative Thinking
 - Designing Inclusive Spaces for the Neurodiverse Population
- Statistical reports on a quarterly basis as part of the monthly CEO's Highlights Report (3.0). The statistical reports include YTD-over-YTD data regarding new member registrations, customer satisfaction, library space (in-person visits, electronic visits, room bookings), circulation, self-service, connectivity (computer usage, website and catalogue sessions, social media followers), and programs and outreach.
- Enterprise Risk Management (bi-annual report).
- Background facts relevant to the Board's work or as follow up to Board discussions.
- The regular Strategic Plan Update reports include:
 - Updates regarding work plan progress.
 - Identification of strategic priorities.
 - Identification of societal and/or economic trends that have implications for library strategy.
- Information on Library program offerings is provided on a quarterly basis.
 - Due to the quickly changing nature of programming during COVID closures, notice of upcoming programs is currently provided to the Board on a more frequent basis, either in a Board package or by e-mail.

TO: Markham Public Library Board
FROM: Catherine Biss, CEO & Secretary-Treasurer
PREPARED BY: Andrea Cecchetto, Manager, Learning & Growth
DATE OF MEETING: October 25, 2022
SUBJECT: **Board Education Plan 2023**

RECOMMENDATION:

That the report entitled “Board Education Plan 2023” be received.

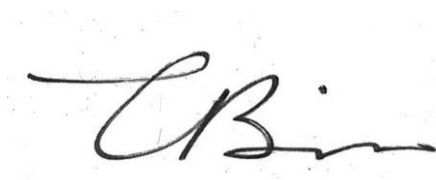
BACKGROUND:

At the Board meeting on September 26, 2022, Andrea Cecchetto, Director, Service Excellence asked the Board for feedback prior to delivering a finalized education plan in October 2022. Based on feedback on the draft Education Plan, following is the finalized list of topics that will be presented to the MPL Board over the course of 2023. These topics include a focus on trends that may have an actual or potential impact on MPL, or to provide a deeper understanding to the Board of issues of strategic significance for MPL. Additionally, to support the onboarding of a new MPL Board, governance-related topics and learning opportunities have been included.

Education Topics from January to November 2023.

January 2023	2023 Priorities: Post Recovery Service
March 2023	Fine Free: Summary of Finding’s from MPL’s Pilot
May 2023	*Welcome to the MPL Board, Part I: Policy Governance
June 2023	*Welcome to the MPL Board, Part II: Legislative Context for Library Boards
September 2023	*Welcome to the MPL Board, Part III: The Public Library Sector in Ontario
November 2023	*Welcome to the MPL Board, Part IV: Advocacy and Community Leadership

**the timing of these topics may change to align with the appointment of the new MPL Board.*



Catherine Biss
CEO & Secretary-Treasurer