

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Tuesday, October 25, 2022 7:14 p.m. Virtual Meeting

Present from Board: Ms. Margaret McGrory, Chair
Ms. Iqra Awan
Mr. Edward Choi
Mr. Ben Hendriks
Mrs. Pearl Mantell
Mrs. Lillian Tolensky
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
Ms. Debbie Walker, Director, Library Strategy & Planning
Ms. Megan Garza, Senior Manager, Organizational Transformation
Mrs. Anthea Bailie, Manager, Collections & Technical Services
Mr. David Zambrano, Manager of Library Systems & Virtual Branch
Mrs. Susan Price, Board Secretary

Regrets: Mr. Raymond Chan, Vice-Chair
Mr. Don Hamilton
Mr. David Whetham
Councillor Keith Irish
Councillor Andrew Keyes

Guest: Ms. Janet Ashfield, Deputy Director, Human Resources Operations,
City of Markham

1.0 Call to Order/Approval of Agenda

Ms. Margaret McGrory, Chair called the meeting to order at 7:14 p.m.

Moved by Mrs. Lillian Tolensky
Seconded by Mr. Ben Hendriks

Resolved that the agenda be approved.

Carried.

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.

Directors were asked to introduce any "guest" staff members present and Ms. Sawh, introduced Ms. Janet Ashfield, Deputy Director, Human Resources Operations at the City of Markham.

Ms. McGrory, advised the Board that it has been recommended that we count votes at virtual meetings and asked Members if they are in favor of a motion to keep their hands raised until they can be tallied.

The Chair advised the Board that staff investigated the feasibility of using the Canada Room at the City for our Board meetings in order to provide a larger space where social distancing is more attainable. The Canada Room is not an option and the venue for future Board meetings will be discussed at the November meeting.

Honorarium cheque requisition forms have been issued. Please return per instructions as soon as possible.

Ms. Ashfield will be joining us for the In Camera meeting and a reminder that the meeting is confidential and the Chair asked Board members to ensure they are in a private location or using headphones during that meeting.

2.0 Approval of Minutes:

2.1 Library Board Minutes September 26, 2022

Moved by Mr. Ben Hendriks
Seconded by Mrs. Lillian Tolensky

Resolved that the minutes of the September 26, 2022 Library Board Meeting be confirmed.

Carried.

2.2 Consent Agenda:

Moved by Mr. Jay Xie
Seconded by Mrs. Lillian Tolensky

Resolved that the Consent Agenda comprising Agenda items 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:

2.3 Declaration of Due Diligence by the CEO

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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?r>
- 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

Carried.

3.0 **CEO's Highlights:**

The Chair called upon the CEO for her comments on the November Highlights. Mrs. Biss noted the following items contained in the report:

- **Milliken Mills Reopening**
As of October 14th work in the branch is mostly complete with only construction deficiencies remaining. Once the site is transferred to the City, the final stages of branch set up will be complete. An opening date will be confirmed once the project sign-off is achieved.
- **New Collection-Dementia Care Kits**
This new collection supports both MPL's Older Adult Strategy as well as the Inclusion Strategy by providing a curated collection that focuses on adults experiencing cognitive decline.

There was a question on the Canadian Library installation and the CEO will consult with the City for further guidance on moving forward.

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

Resolved that the report entitled "CEO's Highlight's October 2022" be received.

Carried.

3.1 **Markham Centre Update, October, 2022**

Markham Centre Secondary Plan Update (MCSPU)

The CEO has further meetings upcoming with City Planning staff to clarify the situation and the context for further advocacy for a central library in Markham Centre. The approved budget for community consultation regarding library facilities (including a central library) in Markham Centre has been carried forward into 2023. The CEO continues to explore opportunities to combine this

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approved funding with other funding sources and launch an extensive program of consultation in 2023.

The report also outlined some of the trends and challenges to be addressed in developing Markham Centre.

There was some discussion and comments.

Moved by Mrs. Pearl Mantell

Seconded by Mr. Ben Hendriks

Resolved that the report entitled “Markham Centre Update, October, 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 **Executive Limitation: EL-2b Staff Treatment**

(Assigned to Mr. Ben Hendriks)

Mr. Hendriks sent an e-mail to Board members and did not receive any questions or concerns.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Staff Treatment comply with the requirements of EL-2b policy.

Moved by Mr. Ben Hendriks

Seconded by Mrs. Lillian Tolensky

Resolved that the report entitled “Internal Monitoring Report: Executive Limitation, EL 2b, Staff Treatment” be received.

Carried.

5.2 **Executive Limitation: EL-2c Budgeting/Forecasting**

The Chair advised the Board that this EL report will need to be deferred due to the municipal election and changes to City Council. The information to complete the report will not be available until a later date.

5.3 **Executive Limitation: EL-2j, Communication & Counsel to the Board (June 2022 to September 2022)** (Assigned to Ms. Iqra Awan)

Ms. Awan sent an e-mail to Board members and did not receive any questions or concerns about the report.

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The report confirmed that the CEO and MPL's practices relative to MPL's Communication & Counsel to the Board (June 2022 to September 2022) comply with the requirements of EL-2j policy.

Moved by Ms. Iqra Awan
Seconded by Mrs. Lillian Tolensky

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

Carried.

6.0 **Ends**

7.0 **Governance:**

7.1 **OLS Update: Margaret McGrory**

Ms. McGrory reminded the Board that she sent out a report by e-mail on the last meeting held in September 2022 and if there were any questions or comments to let her know. The next OLS Assembly will be held in spring 2023. She also attends OLS Board meetings which are confidential but she will advise the Board if anything needs to be shared.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

Mr. Hendriks mentioned that in his run for School Trustee he had the opportunity to meet with educators and compare gaps in the education systems that could be filled by Markham Public Library.

There was a lot of discussion on educational challenges due to the pandemic and how MPL programs can help provide support.

9.0 **Board Advocacy:**

9.1 **Board Presentation to Council Discussion**

Staff gave a brief overview of the items contained within the report, and goals and objectives for the Presentation to Council in early 2023. Highlighted items include:

- Purpose and Timing of the Board Presentation to Council
- Strategy for the Next Board Presentation to Council
- Outline of the Next Board Presentation to Council
- Length
 - Content
 - Key messages
 - Library Board Priorities going forward\
 - Legacy Document
- Working Group/Presentation Team

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There were several volunteers for the Working Group to present to Council which will be established in the near future.

Moved by Mrs. Pearl Mantell
Seconded by Mr. Ben Hendriks

Resolved that the report on the Board Presentation to Council be received,

That the proposed strategy outline for the Board Presentation to Council be endorsed, and

That the Presentation Team as discussed be designated to develop and deliver the Board Presentation.

Carried.

10.0 **Education:**

10.1 **Board Education Plan-2023**

Staff explained that this report was finalizing the Draft put forward in September.

There was a request to set aside time at future meetings to discuss the Board Legacy Document, possibly prepare a framework for November and discuss in January,

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

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

Carried.

11.0 **Incidental Information** (None)

12.0 **New Business:**

12.1 **The Library and Political Elections Policy (2022)-Revision**

There was some discussion on this revision of the policy and the Board decided to defer approval until further suggested amendments could be considered.

13.0 **Board Evaluation:**

13.1 **Questionnaire Results: The Conduct of the Board**

Moved by Mrs. Lillian Tolensky
Seconded by Mr. Ben Hendriks

Resolved that the report entitled “Questionnaire Results: “The Conduct of the Board” be received.

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Carried.

14.0 **In Camera Agenda (to discuss a confidential personnel matter)**

Moved by Mrs. Pearl Mantell
Seconded by Mr. Jay Xie

Resolved that the Board meet in camera at 8:47 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 9:15 p.m.

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

Resolved that the motions approved In Camera be ratified.

Carried.

15.0 **Adjournment**

Moved by Mr. Edward Choi and seconded by Mrs. Lillian Tolensky that the meeting be adjourned at 9:16 p.m.