

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Monday, November 28, 2022 7:02 p.m. Virtual Meeting

Present from Board: Ms. Margaret McGrory, Chair
Mr. Raymond Chan Vice-Chair
Ms. Iqra Awan (from 14.1)
Mr. Edward Choi
Mr. Ben Hendriks (from 10.1)
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. Debbie Walker, Director, Library Strategy & Planning
Ms. Megan Garza, senior Manager, Organizational Transformation
Mrs. Antonella Costa, Manager, Workforce Development
Mr. David Zambrano, Manager, Library Systems & Virtual Branch
Ms. Naveen Malik, Collection Development Strategist
Mrs. Susan Price, Board Secretary

Regrets: Mr. Don Hamilton
Councillor Keith Irish

Guest: Mr. Tim Herron, Resident

1.0 Call to Order/Approval of Agenda

Ms. Margaret McGrory, Chair called the meeting to order at 7:02 p.m.

Moved by Mrs. Lillian Tolensky
Seconded by Mr. Raymond Chan

Resolved that the agenda be approved.

Carried.

1.1 Declaration of Conflict of Pecuniary Interest

None.

1.2 Delegation

None.

1.3 Chair's Remark

CHAIR'S INDIGENOUS LAND ACKNOWLEDGMENT

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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.

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 reminded the Board that this meeting is the last for 2022, next meeting will be January 23, 2023.

Agenda 4.1; the Chair advised the Board that it is important to do regular reviews of the policies in place to ensure they remain relevant. If members have any suggested amendments to the policies send them to the Board Secretary prior to the January meeting.

Marianne Love, Senior Consultant, ML Consulting will be joining us for the in camera meeting. Ms. McGrory reminded the Board that these meetings are strictly confidential and asked members to ensure that they are in a private place or using headphones.

Agenda Item 10.1 Impact of Library Collections and Item 14.0 In Camera Meeting are being moved ahead, and will follow these remarks in order to accommodate guest staff and presenters.

10.1 **Impact of Library Collections**

Ms. Cecchetto introduced Naveen Malik, Collection Development Strategist at MPL who presented a comprehensive and informative overview of the significant impact of MPL Library Collections.

Ms. Malik informed the Board of how MPL provides value to the community by understanding their changing information needs and adapting its collections content to reflect those needs. Current projects include the Black Heritage Collection, the Indigenous Collection and a focus on improving mental and physical health.

Ms. Malik stressed the importance of meeting customer needs and improving access to collections that are inclusive, equitable and diverse.

The presentation was well received and appreciated by the Board.

Moved by Mr. Raymond Chan
Seconded by Mrs. Pearl Mantell

Resolved that the Board receives the Board Education Presentation entitled “Impact of MPL’s Library Collections”.

Carried.

14.0 **In Camera Meeting**

Moved by Mr. Edward Choi
Seconded by Mr. Ben Hendriks

Resolved that the Board meet in camera at 7:29 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 8:12 p.m.

Moved by Mrs. Pearl Mantell
Seconded by Councillor Andrew Keyes

Resolved that the motions approved In Camera be ratified.

Carried.

2.0 **Approval of Minutes:**

2.1 Library Board Minutes October 25, 2022

Moved by Mrs. Lillian Tolensky
Seconded by Mr. Raymond Chan

Resolved that the minutes of the October 25, 2021 Library Board Meeting be confirmed.

Carried.

2.2 **Consent Agenda:**

Moved by Mr. Jay Xie
Seconded by Mr. Raymond Chan

Resolved that the Consent Agenda comprising Agenda items 2.2 to 2.4.5 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 MarkhamReview.com: MPL provides Dementia Care Kits
<https://markhamreview.com/mpl-provides-dementia-care-kits/>

2.4.2 YorkRegion.com: Helping engage with loved ones: Markham Public Library launches Dementia Care Kits
https://www.yorkregion.com/news-story/10742310-helping-engage-with-loved-ones-markham-public-library-launches-dementia-care-kits/?s=n1?source=newsletter&utm_content=a02&utm_source=ml_nl&utm_medium=email&utm_email=BE2D3B68DB620D000F0E5035560358CA&utm_campaign=yrha_137436

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- 2.4.3 Markham Economist & Sun: Helping engage with loved ones: Markham Public Library launches dementia care kits
<https://www.stcatharinesstandard.ca/local-markham/news/2022/10/22/helping-engage-with-loved-ones-markham-public-library-launches-dementia-care-kits.html>
- 2.4.4 Bloomberg: Libraries Can Unite a Lonely Divided Nation
- 2.4.5 YorkRegion.com: Milliken Mills Library reopens after 2 years and 8 months of closure
<https://www.yorkregion.com/news-story/10760390-milliken-mills-library-reopens-after-2-years-and-8-months-of-closure/>

Carried.

3.0 **CEO's Highlights:**

The Chair asked the CEO to comment on the highlights.

There was a lot of discussion and concern over Bill 23 which is a suite of provincial policy reforms aimed at accelerating the supply of homes and making home ownership more attainable for Ontarians. The Board asked that an update be provided at the January meeting citing the possible implications and impacts for MPL.

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

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

Carried.

3.1 **Markham Centre Update, November, 2022**

Staff advised that there was little new to report this month.

Moved by Mr. Edward Choi
Seconded by Mrs. Lillian Tolensky

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

Carried.

4.0 **Annual Monthly Policy Review:**

4.1 **Policy Governance Wording Review**

As per the Chair's remarks Ms. McGrory asked the Board to review and provide any suggestions for amendments prior to the January 2023 meeting.

Moved by Mrs. Lillian Tolensky

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Seconded by Mr. David Whetham

Resolved that all the policies under the Governance Process and Board-CEO Linkage sections of the Governance Polices and EL Polices be reviewed and that proposed amendments be presented to the Board at its regular meeting in January 2023 as required.

Carried.

5.0 **Internal Monitoring Reports:**

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

5.1 **Executive Limitation: EL-1 General Executive Constraint**

(Assigned to Mrs. Pearl Mantell)

Mrs. Mantell contacted Board members by e-mail and received one clarification on MPL COVID vaccine policy.

The report confirmed that the CEO and MPL's practices relative to MPL's General Executive Constraint comply with the requirements of EL-1 policy.

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

Resolved that the report entitled "Internal Monitoring Report: Executive Limitation, EL-1, General Executive Constraint" be received.

Carried.

5.2 **Executive Limitation: EL-2a, Customer Treatment**

(Assigned to Mr. David Whetham)

Mr. Whetham noted this annual report outlines the steps MPL takes to ensure customer safety, privacy and dignity. He contacted the Board by e-mail and did not receive any questions or concerns.

The report confirmed that the CEO and MPL's practices relative to MPL's Customer Treatment comply with the requirements of EL-2a policy.

Moved by Mr. David Whetham
Seconded by Mrs. Pearl Mantell

Resolved that the Report entitled "Internal Monitoring Report: Executive Limitation, EL-2a Customer Treatment" be received.

Carried.

6.0 **Ends**

7.0 **Governance:**

7.1 **OLS Update: Margaret McGrory**

None this month.

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8.0 Ownership Linkage:

8.1 Input from Board Members

There were no reports of events attended in the past month.

8.2 Board Legacy Document

The Chair advised the Board that a DRAFT of the Board Legacy Document would be prepared for the January meeting. A table of contents for the document, developed by the Chair and the Vice-Chair, was sent out to Board members by e-mail. The "Table of Contents" was based on the template provided on the Ontario Library Service Governance Hub website.

Ms McGrory asked the Board if they were satisfied with the format as presented or if it needed any changes, there were none suggested.

9.0 Board Advocacy:

9.1 January to March 2023 Library Programs

Staff noted that the celebration of "Family Literacy Day" will be held in person at Milliken Mills Library on Saturday, January 28, 2023. Also mentioned were programs that focused on academic recovery for young people.

Moved by Mr. Jay Xie
Seconded by Mr. Ben Hendriks

Resolved that the report "January to March 2023 Library Programs" be received.

Carried.

9.2 Board Presentation to Council

Staff gave a brief presentation on the material contained in the Board package. Focus of the presentation should be on

Four Things about Library Board and Our Achievements 2018 to 2022:

1. Library as Place
2. Library for Learning
3. Library in and of the Community
4. Accountability

There were several suggestions for additional content, including initiatives supporting diversity and equity; accomplishments in pivoting services to respond to, and emerge from, the pandemic, and the benefits to the City of a central library.

Four Board members volunteered to form the Presentation Team; Margaret McGrory, Chair, Raymond Chan, Vice-Chair, Edward Choi and Lillian Tolensky.

Moved by Mr. Raymond Chan
Seconded by Mrs. Pearl Mantell

**Resolved that the report on the Board Presentation to Council be received,
That the proposed strategy for the Board Presentation to Council be endorsed, and
That the Presentation Team as discussed be designated to develop and deliver the Board Presentation.**

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Carried.

10.0 **Education:**

10.1 **Impact of Library Collections- Addressed at the beginning of the meeting**

10.2 **OLA Super Conference 2023: February1-4**

Ms. McGrory informed the Board that the Super Conference will be held February 1-4, 2023 and that it will be a combination virtual/in person conference. The Saturday Boot camp will be virtual. The conference is a good educational opportunity and the Chair encouraged Board members to attend.

Anyone interested in attending are to let the Board Secretary know.

11.0 **Incidental Information:**

11.1 **Board Meetings Venue Discussion 2023**

Moved by Mrs. Pearl Mantell

Seconded by Mr. Edward Choi

Resolved that the discussion on the venue for Board Meetings be received; that the Board requests staff to prepare a report on the logistics of hybrid meetings to create an equitable experience for both in-person and remote participants with the goal to have this in place for the incoming Board in May 2023, and that the current Board continues to meet via ZOOM until the end of its term (April 2023).

Carried.

11.2 **2023 Board Meeting and Agenda Planning Dates**

The Chair asked the Board if there were any issues with the stated dates, there were none.

Moved by Mr. Edward Choi

Seconded by Mr. Raymond Chan

Resolved that the schedule of the 2023 Board meeting and Agenda Planning dates be received.

Carried.

12.0 **New Business**

(None)

13.0 **Board Evaluation: (none in November)**

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

14.1 **In Camera- Please see at the beginning of the meeting**

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15.0 Adjournment

Moved by Mr. Edward Choi and seconded by Mrs. Pearl Mantell that the meeting be adjourned at 9:23 p.m.