

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

**Minutes of Regular Meeting held on Monday, April 24, 2023 7:03 p.m., Virtual Meeting**

Present from Board: Ms. Margaret McGrory, Chair  
Mr. Raymond Chan, Vice-Chair  
Deputy Mayor Michael Chan  
Mr. Edward Choi  
Mr. Ben Hendriks  
Councillor Ritch Lau  
Mrs. Pearl Mantell (from 2.2)  
Mrs. Lillian Tolensky  
Mr. David Whetham  
Mr. Jay Xie

Present from Staff: Mrs. Catherine Biss, CEO & Secretary-Treasurer  
Mrs. Diane Macklin, Director, Community Engagement  
Ms. Michelle Sawh, Director, Administration & Operational Support  
Ms. Debbie Walker, Director, Library Strategy & Planning  
Mrs. Anthea Bailie, Manager, Collections & Technical Services  
Ms. Megan Garza, Senior Manager, Organizational Transformation  
Ms. Frieda Meyer, Manager, Aaniin Branch  
Mrs. Angela Tse, Manager, Markham Village Branch  
Mr. Ken Cheung, Manager, Angus Glen Branch  
Mrs. Susan Price, Board Secretary

Regrets: Ms. Iqra Awan

Guests: Lilly Ing, Resident  
Julie Sellery, Resident (part-time staff)

1.0 **Call to Order/Approval of Agenda**

Ms. Margaret McGrory, Chair, called the meeting to order at 7:03 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 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.

Ms. McGrory asked Directors to introduce any staff members present, there were several.

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

At this time we are assuming that this will be the last meeting of the current Board, however if the new Board is not in place by May 29, 2023 the current Board will be asked to join us for that meeting. The Chair asked members to advise the Board Secretary if that would be problematic for anyone.

Board members were advised that in camera meetings are strictly confidential and to please ensure that you are in a private location or are using headphones.

2.0 **Approval of Minutes:**

2.1 Library Board Minutes March 27, 2023

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

**Resolved that the minutes of the March 27, 2023 Library Board Meeting be confirmed.**

Carried.

### 2.2 **Consent Agenda:**

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

**Resolved that the Consent Agenda comprising Agenda items 2.2 to 2.4.2 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** cbc.ca/news: CBC partners with Markham Public Library to offer youth Radio Camp

<https://www.cbc.ca/news/canada/toronto/community/cbc-partners-with-markham-library-to-offer-youth-radio-camp-1.6806360>

**2.4.2** markham.ca: A Fiscally Responsible Budget That Invests in Excellent City of Markham Services

<https://www.markham.ca/wps/portal/home/news/a-fiscally-responsible-budget-that-invests-in-excellent-city-of-markham-services>

Carried.

### 3.0 **CEO's Highlights:**

The Chair asked the CEO if there was anything she wanted to draw the Board's attention to. Mrs. Biss expanded on the following items:

- **Municipal 2023 Budget**

On April 6<sup>th</sup> the City issued a news release regarding Markham Council's approval of Markham's 2023 budget of \$669M, including a 3 per cent property tax rate increase.

In terms of enhancing community services, the release highlighted "2.9M to expand Markham Public library collections and e-resources to support Markham's diverse community and membership interests".

- **Langstaff Community Space**

A report to the Development Services Committee is targeted for May 30, seeking endorsement for the site plan application subject to a condition that the parties will agree to negotiate re the Community Use Space. Once

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the site plan is endorsed (subject to our condition), Condor will seek a conditional building permit.

- **Board Statistical Report**

Brief review of the report, new customers have become active users, study room bookings are up and residents are choosing to attend their local branches.

Deputy Mayor Chan mentioned that he recently spent some time at the Aaniin branch and noted how well utilized the study rooms were by young people. He also commented how vibrant and active the children's area on the ground level was. Mr. Choi mentioned that he had recently been in the Unionville library and had a similar experience.

Moved by                      Mrs. Pearl Mantell

Seconded by                Deputy Mayor Michael Chan

**Resolved that the report entitled “CEO’s Highlight’s April 2023” be received.**

Carried.

### 3.1 **Markham Centre Update, April 2023:**

Staff mentioned the April 11, 2023 Board Presentation to Council and that it was well received.

Ms. Walker noted the Senior Manager for Urban Design has left the City and her departure may delay the MCSP (Markham Centre secondary Plan).

Appended to the report was a slide from the Board Presentation showing central libraries in Calgary and Halifax. Also appended is a briefing note regarding the economic and social benefits of investing in a central library.

There was a lot of discussion on future timing, possible locations and costs involved. The Chair noted that while the Board considers it prudent to engage a ‘champion’ to promote and gain support for a central library, the timing of this engagement depends on having clear and complete information in order to provide this entity with the tools necessary to succeed.

The CEO was asked to contact other Ontario municipalities that have a central library (Brampton in particular) and research how their facilities were funded. It was further suggested that the research be conducted outside the province i.e. Calgary and Halifax.

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

**Resolved that the report entitled “Markham Centre Update, April 2023” 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-2e Asset Protection**  
(Assigned to Mrs. Lillian Tolensky)

Mrs. Tolensky reviewed the report, sent out an e-mail to Board members and received no questions or concerns. There were none at the meeting.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Asset Protection comply with the requirements of EL-2e policy.

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

**Resolved that the report entitled “Internal Monitoring Report: Executive Limitation EI-2e, Asset protection” be received.**

Carried.

- 6.0    **Ends:**

- 6.1    **Strategic Plan Update**

Staff gave a brief presentation reviewing the information contained in the comprehensive report contained in the Board package. .

Ms. Walker mentioned that a report about Building Markham’s Future Together going before General Committee April 25, 2023 could have an impact on the Library’s business going forward.

### Key points:

- Report seeks Council endorsement of a **three-year extension** of the current Building Markham's Future Together (BMFT) 2020-2023 Strategic Plan;
- Staff to undertake a **consultation process with Members of Council and community** to review current priorities and propose potential goals and actions to be added to the strategic plan **pending** council endorsement.

Ms. McGrory asked that the new criteria for inclusion in the Strategic Plan updates include initiatives that directly impact/advance Board Ends.

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

**Resolved that the report "Strategic Plan Update" be received.**

Carried.

### 7.0 **Governance:**

#### 7.1 **Update from OLS-Margaret McGrory**

The Chair informed the Board that she attended the Ontario Library Service spring assembly. OLS staff provided information on workshops offered to library staff and volunteers across the province, including CAMH workshops with a focus on managing mental health in the workplace, customer service and de-escalation training.

CELA (Centre for Equitable Library Access) is offering a self-directed online certificate course open to library staff at all levels.

The **OLS Governance Hub** has lots of information for new and experienced board members. Three topics have been recently been updated: **10 Things to you need to know as a new Library Board Member**, **What you Need to Know as a Municipal Councillor Guide**, and **Valuing Ontario Public Libraries toolkit** (coming soon).

Round table discussion was broad reaching, included population growth and municipal development, safety issues and security, board recruitment and building diversity.

#### 7.2 **Markham Public Library Board By-laws Revised March 2023**

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

**Resolved that the Board receives the revised version of the Markham Public Library Board By-laws effective March 2023.**

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Carried.

### 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**

#### 10.0 **Education**

The Chair noted that she had taken a training course on the Carver Policy Governance Model (MPL policy model). Information is available at [carvergovernance.com/model](http://carvergovernance.com/model).

### 11.0 **Incidental Information:**

#### 11.1 **Board Meetings Venue Discussion 2023**

Mrs. Biss noted the benefits of a hybrid model for board meetings. She explained that MPL does not currently have the equipment necessary to offer board members an equitable experience whether attending in-person or virtually; however, the capital required will be part of the 2024 capital budget submission. Additionally, the equipment may become more readily available through lifecycle replacement but may not be considered high priority by the City at this time. Possible timeline would be one branch fully outfitted for the hybrid model in 2024.

Moved by Mrs. Pearl Mantell

Seconded by Mr. Raymond Chan

**That the report on the venue for Board Meetings be received and that Library Board meetings will continue in their current virtual format until the new Board is in place and can make their recommendations; and that;**

**In preparation for an anticipated hybrid model, staff develop a policy for hybrid meetings that ensures an equitable experience for all, regardless of the method of participation.**

Carried.

### 12.0 **New Business:**

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

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Staff explained the reasons for further revisions and there were further clarifications around the parameters of the policy.

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

**Resolved that the Board approves the *Library and Political Elections Policy (2022)* as revised; and**

**That staff be authorized and directed to do all things necessary to give effect to this resolution.**

Carried.

### 13.0 **Board Evaluation:**

#### 13.1 **Questionnaire Results: Feedback to the Chair**

The Chair thanked Board members for their positive input and asked that if they have suggestions to improve the Board experience to bring them forward to the Chair as needed.

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

**Resolved that the report entitled “Questionnaire Results; “Feedback to the Chair” be received.**

Carried.

### 14.0 **In Camera Agenda**

Moved by                      Mr. Raymond Chan  
Seconded by                Mr. Edward Choi

**Resolved that the Board meet in Camera at 8:06 p.m. to discuss a confidential personnel matter.**

Carried.

The Board returned to its regular meeting at 8:52 p.m.

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



## **AGENDA 2.1**

**Resolved that the motions approved In Camera be ratified.**

Carried.

### **15.0 Adjournment:**

Moved by Mr. Edward Choi that the meeting be adjourned at 8:52 p.m.