

AGENDA 2.1

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Monday, April 25, 2022 7:03 p.m., Virtual Meeting

Present from Board: Ms. Margaret McGrory, Chair
Mr. Raymond Chan, Vice-Chair
Ms. Iqra Awan (from 3.0)
Mr. Edward Choi
Deputy Mayor Don Hamilton
Mr. Ben Hendriks
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. Debbie Walker, Director, Library Strategy & Planning
Mrs. Anthea Bailie, Manager, Collections & Technical Services
Ms. Polly Chan, Financial Analyst
Ms. Megan Garza, Senior Manager, Organizational Transformation
Mrs. Susan Price, Board Secretary

Regrets: Councillor Keith Irish
Councillor Andrew Keyes

Guests: Ms. Kelly Dunn, Resident
Mr. Tim Herron, Resident
Miss Dhanak Ohri, Resident

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. Pearl Mantell
Seconded by Mrs. Lillian Tolensky

Resolved that the agenda be approved.

Carried.

1.1 Declaration of Conflict of Pecuniary Interest

None.

1.2 Delegation

None.

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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.

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.

Reminder that if Board members would like to provide more feedback on the I.D.E.A. Presentation (March 2022) to please contact the Board Secretary by April 30.

Reminder to Board members to send Policy Governance questions/clarifications to the Board Secretary in preparation for the June Board Education Q&A.

The Chair advised Members that after some discussion with the Vice-Chair and staff that regular Board minutes should be shortened to include only vital information and any items of note not included in the Board package.

2.0 **Approval of Minutes:**

2.1 Library Board Minutes March 28, 2022

Moved by Mr. Raymond Chan
Seconded by Mr. Ben Hendriks

Resolved that the minutes of the March 28, 2022 Library Board Meeting be confirmed.

Carried.

2.2 **Consent Agenda:**

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

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 yorku.ca: York U's Scholars Hub Blog

<https://www.yorku.ca/markham/2022/03/29/virtual-speaker-series-bringing-york-u-to-york-region/>

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Carried.

3.0 **CEO's Highlights:**

The Chair called on the CEO to comment on the Highlights. Mrs. Biss expanded on the following items:

Diversity and Anti-Black Racism Action Plans

After extensive internal and external consultations, Markham's updated Diversity Action Plan and newly created Plan to eliminate Anti-Black Racism went to General Committee on April 19, 2022. The CEO reviewed the Plans under the following Theme Headings.

- **Theme 1:** Service Inclusion and Accessibility
- **Theme 2:** Community Engagement & Ongoing Communication
- **Theme 3:** Attracting, Developing, Promoting and Retaining Diverse Talent
- **Theme 4:** Social Cohesion and Allyship
- **Theme 5:** Inclusive Leisure Facilities and Service

Subject to Council approval of the DAP, the implications for MPL as outlined will be folded into annual work plans. It is anticipated that regular reports regarding the status of DAP initiatives, including KPIs, will be required on a regular basis.

The CEO also mentioned

- **Cornell Library** will reopen early June
- **Milliken Mills** is still under construction and recruitment for staff is underway, pending construction timelines estimating early summer for initial reactivation of service
- **MPL Makerspaces-** MPL is preparing to reopen and expand services across the system
- **Musical Instrument lending Library** will launch at Markham Village in April

Moved by Mr. Raymond Chan

Seconded by Deputy Mayor Don Hamilton

Resolved that the report entitled "CEO's Highlight's April 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-2e Asset Protection**

(Assigned to Mr. David Whetham)

Mr. David Whetham noted that the policy states that "The CEO shall not allow assets to be unprotected, inadequately maintained, unnecessarily risked or substantially disposed". He

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advised the Board that he reviewed the report and evidence suggests that the CEO is in compliance. He received one clarification by e-mail which was resolved and there were no questions from the floor.

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 Mr. David Whetham
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 on the highlights of the Strategic Plan Update and reviewed the major points covered in the comprehensive and detailed report that was in the Board Agenda package.

There was some discussion on MPL's current "masking policy". Staff responded that as the provincial government had lifted the masking mandate, masks are no longer required within the library. Most patrons are still wearing masks with the exception of those within study rooms. Staff are free to choose, depending on their own comfort level.

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

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

Carried.

7.0 **Governance:**

7.1 **Update from OLS-Margaret McGrory**

Ms. McGrory attended the OLS Assembly Meeting this month. In order to save time she forwarded the presentation to Board members to peruse at their convenience. The meetings are held twice yearly and any Board members are welcome to attend. The Chair gave a brief overview of the subjects discussed including the Board Legacy Document for incoming Boards, Library Board appointments and the requirement for Ontario public libraries to develop their own "disconnecting from work" policy by June 2, 2022. . There was some discussion on this policy. The CEO advised that MPL will have one in place.

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7.2 **2022 Library Capital Budget Report**

Staff stated that the report outlines the Capital Budget approved by Council and that it requires Board approval for the purpose of the annual Audit.

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

Resolved that the Library Board adopts the 2022 Capital Budget of \$2,990,200 for the Library's portion of the City of Markham's 2022 Capital Budget; and,

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

Carried.

7.3 **2022 Library Operating Budget Report**

Staff stated that the report outlines the Operating Budget approved by Council and that it requires Board approval for the purpose of the annual Audit.

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

Resolved that the Library Board approves the 2022 City of Markham Grant in the amount of \$13,671,808; and,

That the Board approves the 2022 Library Operating Budget consisting of Library Income in the amount of \$1,147,120 , and Operating Expenditures (excluding Personnel Ramp-ups) in the amount of \$14,818,928; and,

That upon finalization of the 2021 Library audited financial statements, the 2022 Operating Budget be adjusted to reflect the 2021 operating results; and,

That the above figures be subject to further adjustment as required throughout the year based on information received from the City of Markham; and,

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

Carried.

7.4 **The Library and Political Elections Policy (2022)**

Staff advised the Board that the policy was similar to the one developed by the City of Markham. This policy allows Markham Public Library ("the Library" or "MPL") to balance the need for freedom of expression and assembly of candidates and its legal responsibility to ensure that no candidate, registered third-party advertiser or political party is provided with an unfair advantage through the use of resources or personnel at any time.

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

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Resolved that the board approves “The Library and Political elections Policy (2022)”; and
That Staff be authorized and directed to do all things necessary to give effect to this resolution.

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:**

9.1 **May 2022 Library Programs**

Staff explained that 2022 May programs offer a wide variety with more focus on reading recovery for younger children. During the pandemic there was a major emphasis on wellbeing but next month there will be renewed focus on programs related to business, including University and College entrance programs.

Summer camps are fully registered.

There was some discussion on all candidates meetings and the potential for workshops/programs on Civic Literacy and the electoral process. There will be all candidates meetings arranged after nominations have closed.

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

Resolved that the report “May 2022 Library Programs” be received.

Carried.

10.0 **Education**

N/A

11.0 **Incidental Information**

N/A

12.0 **New Business:**

There was some discussion on the Missing and Murdered Indigenous Women Art Installation and a proposal from the Deputy Mayor that MPL provide further support to the project.

Moved by Deputy Mayor Don Hamilton
Seconded by Mr. Raymond Chan

Staff to investigate finding possible funding sources to purchase fabric for the Canadian Library project.

Carried.

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13.0 **Board Evaluation:**
13.1 **Questionnaire Results: Feedback to the Chair**

Moved by Mrs. Lillian Tolensky
Seconded by Deputy Mayor Don Hamilton

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 8:17 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 9:00 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 Mrs. Pearl Mantell that the meeting be adjourned at 9:01 p.m.