

**MARKHAM PUBLIC LIBRARY BOARD
FIRST Meeting**

Minutes of First Meeting held on Monday, June 26, 2023 7:02 p.m. Virtual Meeting

Present from Board: Ms. Margaret McGrory, Chair
Mr. Raymond Chan, Vice-Chair
Mr. Michael Armes
Deputy Mayor Michael Chan
Mr. Edward Choi
Mr. Robin Choy
Mr. Steve Hsu
Councillor Ritch Lau
Mr. Harout Manougian
Ms. Winnie Phung
Ms. Lisa Tomjenovic
Ms. Jenny Tung
Ms. Gail Vlahopoulos
Mr. Kenneth Wightman
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. Anthea Baillie, Manager, Collections & Technical Services
Ms. Polly Chan, Financial Analyst
Mr. David Zambrano, Manager of Library Systems & Virtual Branch
Ms. Frieda Meyer, Manager, Aaniin Library Branch
Mrs. Marianne Wickrermaratchi, Administrative Assistant to the CEO
Mrs. Susan Price, Board Secretary

Guest: Mr. Timothy Herron, Resident

1.0 Call to Order/Approval of Agenda

Mrs. Catherine Biss, CEO called the meeting to order at 7:02 p.m.

Moved by Mr. Raymond Chan
Seconded by Mr. Harout Manougian

Resolved that the agenda be approved.

Carried.

1.1 Catherine Biss, CEO Welcome to MPL Board and Round Table

Introductions

Mrs. Biss welcomed new (and returning) Board members and asked each one to introduce themselves, and to share their experience that motivated them to become a member of the Markham Public Library Board. With a full complement of 15 Members, the introductions provided a clear picture of a diverse Board that shared common goals for the Library. Members expressed the need for library branches in currently underserved Markham communities.

The CEO introduced her Administrative Assistant, the Secretary to the Board and the Directors present. Each Director gave a brief overview of their areas of responsibility and introduced their staff members present.

1.2 **Election of Board Chair and Vice-Chair:**

The CEO invited nominations for the position of Chair.

Mr. Raymond Chan nominated Ms. Margaret McGrory for the position of Chair.

Ms. Margaret McGrory accepted the nomination.

Mr. Edward Choi seconded the nomination.

There were no other nominations for the position of Chair. Nominations for the position of Chair were closed.

Moved by: Mr. Harout Manougian

Seconded by: Mr. Kenneth Wightman

Resolved that the nominations for the position of Chair be closed and that Ms. Margaret McGrory is hereby elected to the position of Chair for the term ending January 2024.

Carried.

The CEO invited nominations for the position of Vice-Chair.

Ms. Margaret McGrory nominated Mr. Raymond Chan for the position of Vice-Chair.

Mr. Raymond Chan accepted the nomination.

Mr. Jay Xie seconded the nomination.

There were no other nominations for the position of Vice-Chair. Nominations for the position of Vice-Chair were closed.

Moved by: Mr. Harout Manougian

Seconded by: Mr. Edward Choi

Resolved that the nominations for the position of Vice-Chair be closed and that Mr. Raymond Chan is hereby elected to the position of Vice-Chair for the term ending January 2024.

Carried.

1.3 **Confirmation of the Results of the Election of Chair and Vice-Chair:**

Moved by Mr. Edward Choi
Seconded by Mr. Jay Xie

Resolved that the election of Ms. Margaret McGrory to the position of Chair held at the First Meeting June 26, 2023 be confirmed and that Ms. Margaret McGrory be appointed as Chair for the term ending January 2024.

And that the election of Mr. Raymond Chan to the position of Vice-Chair held at the First Meeting June 26, 2023 be confirmed and that Mr. Raymond Chan be appointed as Vice-Chair for the term ending January 2024.

Carried.

The Chair, Ms. Margaret McGrory presided over the remainder of the meeting starting at 7:35 p.m.

Ms. McGrory thanked the Board for their support and is looking forward to Chairing the Board during a more “normal environment” (unlike during the pandemic).

Mr. Chan declared he is humbled to be working on the Board and thanked the Members for their trust. He is a keen supporter of a Central Library for Markham and looks forward to a facility that is accessible and welcoming.

1.4 **Declaration of Conflict of Pecuniary Interest**

None.

1.5 **Delegation**

None.

1.6 **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

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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 the Board if/when they are in favour of a motion to keep their hands raised and visible until their vote can be tallied.

The Chair advised the Board, in particular returning Members that Thank You letters have been prepared for retired Members and honorarium plaques have been placed in four books in the library.

2.0 **Approval of Minutes:**

2.1 Library Board Minutes May 29, 2023

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

Resolved that the minutes of the May 29, 2023 Library Board Meeting be confirmed.

Carried.

2.2 **Consent Agenda:**

Moved by Mr. Kenneth Wightman
Seconded by Ms. Winnie Phung

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 YorkRegion.com: Markham celebrates Pride Month with book showcase and drag performance
https://www.yorkregion.com/news/markham-celebrates-pride-month-with-book-showcase-drag-performance/article_048e1b33-7830-51ac-9aa3-e30b1a4091a3.html

Carried.

3.0 CEO's Highlights:

The Chair asked the CEO if there was anything in the June Highlights that she would like to bring to the Board's attention. Mrs. Biss noted the following

- **Bill 23 – More Homes Built Faster Act, 2022**

While the pre-Bill 23 development approval process could be slow and cumbersome, it ensured that communities were built with sufficient parks and other community facilities to serve new residents. Policy and process were driven by the long-standing principle that growth should pay for growth (through development charges (DCs) and cash-in-lieu for parkland).

- **Langstaff West Community Spaces- Condor Properties Ltd.**

The report's recommendations as approved, carried forward the Community Use Space – 695 m² (7,481 ft²) community use space on the ground floor along the north and west elevations of the podium in Condor's Block A condo development. This is a large tract of land and will contain significant development. More information will follow when available.

- **Trends: The Public Health Crisis of Loneliness, Isolation and lack of Social Connection**

Even before COVID studies found that half of U.S. (applies to Canada as well) adults reported measurable levels of loneliness and isolation. The Surgeon General's Advisory lays out a framework for the United States to establish a National Strategy to Advance Social Connection based on six foundational pillars: 1.Strengthen Social Infrastructure 2.Enact Pro-Connection Public Policies 3. Mobilize the Health Sector 4. Reform Digital Environments 5. Deepen Our Knowledge 6. Cultivate a Culture of Connection.

- **Board Statistical Report**

Mrs. Biss noted membership, in person visits and circulation are increasing and gradually returning to 2019 levels.

Digital Literacy/Digital Equity: 61% of those who used technology at the library and 81% of those who used the internet *would not otherwise have had access*, which illustrates the important role that libraries play in digital equity. These averages are even higher for Indigenous or other equity-seeking groups.

Moved by Ms. Lisa Tomjenovic
Seconded by Ms. Jenny Tung

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

Carried.

3.1 **Markham Centre Update, June 2023**

The CEO advised the Board that the Planning Department continues to refine the Update of the Markham Centre Secondary Plan. It has scheduled an internal TAC (Technical Advisory Committee) Meeting for City staff on June 30, 2023. Staff will attend this meeting and will report to the Board in September.

To better understand what is required to achieve a successful central library, the CEO will survey the CEOs of public libraries in Canadian cities that have recently invested in central libraries (e.g. Halifax, Ottawa, Saskatoon, Calgary, Edmonton) to gather information regarding their strategy. A report on results will be included in the September agenda.

There was a lot of discussion and input on the actuality of a potential Markham central library; we are just in the first stages - advocating for the concept; there are many factors to consider.

Moved by Mr. Edward Choi

Seconded by Mr. Jay Xie

Resolved that the report entitled “Markham Centre Update, June 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-2c Budgeting/Forecasting**

(Assigned to Mr. Edward Choi)

Mr. Choi stated that he had been asked to review the report. He sent an e-mail to Board members and received no questions or concerns.

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The report confirmed that the CEO and MPL's practices relative to MPL's Budgeting/Forecasting comply with the requirements of EL-2c policy.

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

Resolved that the Board receives the report entitled "Internal Monitoring Report: Executive Limitation EL-2c, Budgeting/Forecasting".

Carried.

5.2 **Executive Limitation: EL-2h Community Relations** (Assigned to Mr. Raymond Chan)

Mr. Chan reviewed the report EL-2h Community Relations. This report advises the Board of actions taken to ensure the Library plays a positive role in the community. He 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 Community Relations comply with the requirements of EL-2h policy.

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

Resolved that the report entitled "Internal Monitoring Report: Executive Limitation, EL-2h Community Relations" be received.

Carried.

5.3 **Executive Limitation: EL-2i Compensation and Benefits** (Assigned to Mr. Jay Xie)

Mr. Xie advised that the purpose of this report is to provide the Board with a high level overview of MPL's practices with regard to employee compensation and benefits.

Mr. Xie reviewed the report in full and found it to be complete and compliant. He contacted the Board and did not receive any questions or concerns and there were none at the meeting.

The report confirmed that the CEO and MPL's practices relative to MPL's Compensation and Benefits comply with the requirements of EL-2i policy.

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

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Resolved that the report entitled “Internal Monitoring Report-Executive Limitation EL-2i, Compensation and Benefits” be received.

Carried.

5.4 **Executive Limitation: EL-2j Communication and Counsel to the Board (March 2023 to May 2023)**

(Assigned to Ms. Margaret McGrory)

Ms. McGrory reviewed the report EL-2j, Communication & Counsel to the Board (March 2023 to May 2023) which provides the Board with a triannual affirmation that the Board is informed and supported in its work. She found it to be complete and compliant. She did not receive any questions or concerns from Board members.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Communication and Counsel to the Board comply with the requirements of EL-2j policy.

Moved by Ms. Margaret McGrory
Seconded by Mr. Raymond Chan

Resolved that the report entitled “Internal Monitoring Report: Executive Limitation EL-2j, Communication & Counsel to the Board (March 2023 to May 2023)” be received.

Carried.

6.0 **Ends**

6.1 **Strategic Plan Update:**

Staff gave a comprehensive overview of the contents of the report in the Board package and highlighted several programs.

The Chair gave a brief explanation of Board Ends, which define the future state of library services for the community. The Strategic Plan Updates illustrate progress toward the Board Ends throughout the year. An Annual Ends Report is in the January meeting package.

There were some questions and clarifications.

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

Resolved that the report “Strategic Plan Update” be received.

Carried.

7.0 **Governance:**

7.1 **OLS Update: Margaret McGrory**

Ms. McGrory explained to the new Board that she is on the Ontario Library Service (OLS) Board, and represents libraries serving populations of 100,000+ on the OLS Assemblies. She reports to the Board whenever she has pertinent information.

7.2 **Delegation of Board's Authority over the summer**

The Chair asked the Board Secretary to explain the reasoning for the "Delegation of Board's Authority", and asked Board members to advise the Board Secretary if contact information will change over the summer and if there are any dates they would be unavailable July and August.

Moved by Mr. Harout Manougian
Seconded by Mr. Michael Armes

Resolved that responsibility for all Board decisions over the summer be delegated to the Board Chair in consultation with the Vice-Chair;

And that if either the Chair or Vice-Chair cannot be contacted in a reasonable time-frame, a designated Board member will be consulted.

Carried.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

The Chair explained that the purpose of this Agenda item is to give Board members an opportunity to share any events/conversations they may have had to advocate for the Library in the community

There were none this month.

9.0 **Board Advocacy:**

9.1 **Summer 2023 Library Programs**

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Staff explained that the programs listed were partnered programs offered free of charge to patrons. Full listings of core programs (e.g. Storytime, etc.) and fee-based programs (e.g. summer camps) can be found on the Markham Public Library website.

Moved by Mr. Edward Choi
Seconded by Ms. Lisa Tomjenovic

Resolved that the report “Summer 2023 Library Programs” be received.

Carried.

10.0 **Education:**

10.1 **Welcome to the MPL Board Part 1: Policy Governance**

Staff outlined the Board orientation plans and explained that Members would be receiving additional information in order to access onboarding materials over the summer, including MPL’s online training portal, MPLEdu, mandatory health & safety and accessibility training.

In September, there will be an in-person workshop on September 23 to provide a fulsome introduction to MPL. Following this, Board members will begin a training program called Governance Coach which is a 6-week online learning program focused on policy governance.

The Board will also receive a report of the annual education plan in the September Board meeting. This plan outlines education topics presented at Board meetings throughout the year. These topics focus on awareness of library sector trends, strategic priorities for MPL, and Board member development.

Moved by Mr. Edward Choi
Seconded by Deputy Mayor Michael Chan

Resolved that the Board receives the Board Education Presentation entitled” Welcome to the MPL Board, Part 1: Policy Governance”.

Carried.

11.0 **Incidental Information:** **Board Meetings Venue**

The CEO gave an overview of the report and the technological challenges of hybrid meetings (in-person and virtual attendance).

There was lots of discussions and input on the advantages and disadvantage of different venue options. The Chair noted the importance of ensuring that the venue for Board meetings provides an equitable experience for all participants.

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Moved by Mr. Harout Manougian
Seconded by Mr. Edward Choi

Resolved that the report on the venue for Board Meetings be received for information and;

That Board meetings move to a Hybrid model as soon as feasible and;

That the CEO follow up with IT at the City in order to expedite the transition.

Carried.

12.0 **New Business (None)**

13.0 **Board Evaluation:**

13.1 **Questionnaire Results: Performance of Individual Board Members**

Ms. McGrory explained that the Board's Policy Governance requires the Board to regularly evaluate its own performance; that the Board does "self-evaluation" questionnaires four times per year.

Moved by Mr. Edward Choi
Seconded by Ms. Jenny Tung

Resolved that the report entitled "Questionnaire Results: Performance of Individual Board Members" be received.

Carried.

14.0 **In Camera Agenda (None)**

15.0 **Adjournment**

Moved by Mr. Edward Choi and seconded by Ms. Lisa Tomjenovic that the meeting be adjourned at 8:59 p.m.