

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of First Meeting held on Monday, January 29, 2024 7:02 p.m. Virtual Meeting

Present from Board: Ms. Margaret McGrory, Chair
Mr. Edward Choi, Vice-Chair
Mr. Michael Armes
Deputy Mayor Michael Chan
Mr. Raymond Chan
Mr. Robin Choy
Mr. Steve Hsu
Councillor Ritch Lau
Mr. Harout Manougian
Ms. Winnie Phung
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. Michelle Sawh, Director, Administration & Operational Support
Ms. Debbie Walker, Director, Library Strategy & Planning
Ms. Megan Garza, Senior Manager, Organizational Transformation
Mrs. Anthea Baillie, Manager, Collections & Technical Services
Ms. Naveen Malik, Collections Strategist
Mr. Ken Cheung, Manager Angus Glen Branch
Mr. David Zambrano, Manager of Library Systems & Virtual Branch
Mrs. Susan Price, Board Secretary

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. Edward Choi
Seconded by Deputy Mayor Michael Chan

Resolved that the agenda be approved.

Carried.

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

The CEO invited nominations for the position of Chair.

Mr. Edward Choi nominated Ms. Margaret McGrory for the position of Chair.

Ms. Margaret McGrory accepted the nomination.

Ms. Jenny Tung seconded the nomination.

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

Moved by: Mr. Ken Wightman

Seconded by: Mr. Jay Xie

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 2025.

Carried.

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

Mr. Raymond Chan nominated Mr. Edward Choi for the position of Vice-Chair.

Mr. Edward Choi 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: Ms. Gail Vlahopoulos

Seconded by: Mr. Ken Wightman

Resolved that the nominations for the position of Vice-Chair be closed and that Mr. Edward Choi is hereby elected to the position of Vice-Chair for the term ending January 2025.

Carried.

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

Moved by Deputy Mayor Michael Chan

Seconded by Mr. Harout Manougian

AGENDA 2.1

Resolved that the election of Ms. Margaret McGrory to the position of Chair held at the First Meeting January 29, 2024 be confirmed and that Ms. Margaret McGrory be appointed as Chair for the term ending January 2025.

And that the election of Mr. Edward Choi to the position of Vice-Chair held at the First Meeting January 29, 2024 be confirmed and that Mr. Edward Choi be appointed as Vice-Chair for the term ending January 2025.

Carried.

The Chair, Ms. Margaret McGrory presided over the remainder of the meeting starting at 7:08 p.m.

Ms. McGrory thanked the Board for their continued support.

Mr. Choi thanked the Board and looks forward to working together to represent the Board.

1.3 **Declaration of Conflict of Pecuniary Interest**

None.

1.4 **Delegation**

None.

1.5 **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 can do so.

AGENDA 2.1

Further to comments at the October 2023 Board meeting, the link to the MPL Board meetings is on the MPL website and also the City of Markham website under Markham Public Library.

Also further to the October 2023 Board meeting with regard to the communication of pertinent media coverage received after the Board package has been distributed and before the Board meeting, staff will inform the Chair and the Vice-Chair and at the discretion of the Chair will be forwarded to the entire Board.

Reminder that the EL-Monitoring Schedule is in the package. If a Board member has any issues with their assignments please let the Board Secretary know so that adjustments can be made.

Questionnaire: "The Board and The CEO" is an important one for the CEO Performance review in March so please complete as per the e-mail sent today.

In order to accommodate our guest staff attendees we will move Education Item Agenda 10.1 "Collections, Strategy, Processes and Policies" ahead and following my remarks.

There is an In camera meeting this evening- a reminder that these meeting are strictly confidential and that Board members should ensure they are in a private location or wearing headphones.

On behalf of the Board, Ms. McGrory formally recognized the sudden passing of Chi-Wei (Kiwi) Wu, who was the Library's Systems Librarian. The Board sends sincere condolences to his family.

10.0 **Education: This Item was moved ahead to accommodate guest staff**

10.1 **Collections, Strategy, Processes and Policies**

Staff gave a comprehensive overview of this Education topic under the following headings.

Part 1: Collections at MPL

Part 2: Evidence Based Decisions in Collection Development

Part 3: Measures of Success

Part 4: Direct Customer Input

There was discussion and questions including how to suggest a purchase, ordering timelines, looking at trends, and donating books to the Library. The presentation was sent to Board members following the meeting.

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

Resolved that the Board receives the Board Education Presentation entitled “Collections, Strategy, Processes and Policies.”

Carried.

2.0 **Approval of Minutes:**

2.1 Library Board Minutes November 27, 2023

Moved by Ms. Gail Vlahopoulos
Seconded by Ms. Winnie Phung

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

Carried.

2.2 **Consent Agenda:**

Moved by Ms. Jenny Tung
Seconded by Mr. Kenneth Wightman

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: Unique children’s art exhibition on display at Markham’s Angus Glen Community Library
https://www.yorkregion.com/things-to-do/unique-children-s-art-exhibition-on-display-at-markham-s-angus-glen-community-library/article_8ec5e3a4-9074-5271-985a-773046625a4a.html

Carried.

3.0 **CEO's Highlights:**

The Chair asked the CEO to comment on the Highlights, Mrs. Biss noted the following:

- **Celebrating Culture and Identity:** Staff has developed a policy to address how the Library recognizes Federal and Provincial designated cultural heritage or identity months
- **Anti-Islamophobia Training:** In addition to Unconscious Bias, Truth and Reconciliation, and Anti-Black Racism, MPL management has completed this training which will be rolled out to all staff over the next month.
- **Member Engagement Strategy:** As part of MPL's continued post-pandemic recovery efforts, the Directors of Service Excellence and Community Engagement are implementing a strategy in 2024 that seeks to (re) engage library users by addressing several trends affecting library usage.
- **RFID Technology:** Staff provided clarification in response to a concern.
- **Gen Z and Millennial:** How they use public libraries and identify through social media use.
- **Facility Planning:** Specifically, Langstaff West Community Spaces-Condor Properties Ltd., Langstaff East, and Upper Markham Village
- **Board Statistical Report,** which outlines Key Performance Indicators (KPIs) from January to December 2023.

Lots of discussion and clarifications, concerns over ITS training for staff specifically "Phishing" emails.

Moved by Deputy Mayor Michael Chan
Seconded by Ms. Gail Vlahopoulos

Resolved that the report entitled "CEO's Highlight's January 2024" be received.

Carried.

3.1 **Markham Centre Update, January, 2024**-Deferred to March

4.0 **Annual Monthly Policy Review:**

4.1 **Board-CEO Linkage BCL-2e Policy: Chief Executive Officer Performance Review**

AGENDA 2.1

The Chair gave a brief review of the process and timing for the CEO Performance review. The Board requested that Ms. McGrory prepare a DRAFT version that she will send out to the Board to be discussed at the March In Camera meeting.

Moved by Mr. Ken Wightman
Seconded by Ms. Jenny Tung

Resolved that the Board receives the “BCL-2e Chief Executive Officer Performance Review Policy” documentation in preparation for the March In Camera Performance Review meeting.

Carried.

5.0 **Internal Monitoring Reports:**
(Compliance list of internal monitoring reports and discussion led by members)

5.1 **Executive Limitations/Internal Monitoring Reports Schedule 2024**

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

Resolved that the “Executive Limitations/Internal Monitoring Reports Schedule 2024” be received.

Carried.

5.2 **Executive Limitation: EL-2f Protection of Services**
(Assigned to Mr. Steve Hsu)

Mr. Hsu advised the Board that he reviewed the report and certified it to be complete and compliant.

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

Moved by Mr. Steve Hsu
Seconded by Mr. Harout Manougian

Resolved that the report entitled “Internal Monitoring Report: Executive Limitation EL-2f, Protection of Services” be received.

Carried.

6.0 **Ends:**

6.1 **Annual Ends Report 2023**

Staff informed the Board that this report is issued in order to assess the performance of the Library and the CEO; it contains the status of 2023 Board Ends.

There were some clarifications.

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

Resolved that the Annual Ends Report be received.

Carried.

6.2 **Ends Progress Update**

The purpose of this report is to update the Board regarding key strategic achievements in 2023 and to inform the Board of the preliminary work plan for 2024. 2024 will be a strategic transition year for MPL as both the Board Ends and the City's BMFT Strategic Plan will be updated.

Moved by Ms. Gail Vlahopoulos
Seconded by Ms. Jenny Tung

Resolved the report "Ends Progress Update" be received.

Carried.

7.0 **Governance:**

7.1 **Update from OLS-Margaret McGrory:** None this month.

7.2 **Resignation of Ms. Lisa Tomjenovic from the Markham Public Library Board**

Moved by Mr. Harout Manougian
Seconded by Mr. Kenneth Wightman

AGENDA 2.1

Resolved that the resignation of Ms. Lisa Tomjenovic from the Markham Public Library Board effective January 9, 2024 be received,

And that the Board will continue with fourteen Members.

Carried.

7.3 **Discussion for Upcoming Governance Coach Workshop: February 3, 2024**

Board members were encouraged to provide their input in advance and attend the workshop if possible.

8.0 **Ownership Linkage:**

8.1 **Input from Board Members**

There were no reports from Board members attending events at this time.

9.0 **Board Advocacy:**

9.1 **Markham Public Library Board 2024 Annual Agenda**

Moved by Mr. Raymond Chan
Seconded by Mr. Kenneth Wightman

Resolved that the report “Markham Public Library Board 2024 Annual Agenda” be received.

Carried.

10.0 **Education:**

Moved ahead following Agenda 1.5.

11.0 **Incidental Information:**

11.1 **Board Meeting Attendance Records, 2023**

Moved by Mr. Harout Manougian
Seconded by Ms. Winnie Phung

Resolved that the “Board Meeting Attendance Records, January to May 2023 and June to November 2023” be received.

Carried.

11.2 **Board Meetings Venue Discussion 2024**

Moved by Mr. Harout Manougian
Seconded by Ms. Jenny Tung

Resolved that the Board adopt the alternative proposal for Board meetings as follows: In-person: September, October, May and June, and virtually by ZOOM: November, January, March and April.

Carried.

12.0 **New Business:**
(none)

13.0 **Board Evaluation:**
13.1 **Questionnaire: The Board and the CEO**

The Chair asked the Board to complete the questionnaire and return to the Board Secretary by e-mail as directed.

14.0 **In Camera Agenda :**
14.1 **To Discuss a Confidential Matter**

Moved by Ms. Gail Vlahopoulos
Seconded by Councillor Ritch Lau

Resolved that the Board meet in Camera at 8:54 p.m. to discuss a confidential matter.

Carried.

The Board returned to its regular meeting at 9:23 p.m.

Moved by Mr. Kenneth Wightman
Seconded by Mr. Raymond Chan

Resolved that the motions approved In Camera be ratified.

Carried.

Moved by Ms. Gail Vlahopoulos
Seconded by Mr. Harout Manougian

Resolved that the motions approved at the Special In Camera meeting held November 27, 2023 be ratified.

Carried.

15.0 **Adjournment**

Moved by Mr. Edward Choi that the meeting be adjourned at 9:24 p.m.