

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Monday, April 22, 2024 7:01 p.m. Virtual Meeting

Present from Board: Ms. Margaret McGrory, Chair
Mr. Edward Choi, Vice-Chair
Mr. Raymond Chan (from 2.1)
Councillor Ritch Lau (from 2.1)
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
Mr. David Zambrano, Manager of Library Systems & Virtual Branch
Mrs. Susan Price, Board Secretary

Regrets: Deputy Mayor Michael Chan
Mr. Michael Armes
Mr. Robin Choy

1.0 Call to Order/Adoption of Agenda

Ms. Margaret McGrory called the meeting to order at 7:01 p.m.

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

Resolved that the agenda be approved.

Carried.

1.1 **Adoption of Minutes:**

Library Board Minutes March 25, 2024

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

Resolved that the minutes of the March 25, 2024 Library Board Meeting be confirmed.

Carried.

1.2 **Declaration of Conflict of Interest**

None.

1.3 **Delegation**

None.

1.4 **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 guest 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.

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

Monday, May 27, 2024 will be our first in person Board meeting and will be held at the Markham Village Branch, Program Room 6031 Highway 7 East in Markham. The branch is on the south side of Highway 7, east of Markham

AGENDA 1.1

Road. Parking and entrance are on the south side of the building and the entrance is on the south east end, the Program Room is on the immediate right inside the entrance. The May meeting will be an abbreviated agenda due to the absence of our regular Board secretary. At this meeting we will have our Annual Report from the auditors and approval of the Financial Statements. After an early adjournment there will be an opportunity to further discuss “Ownership Linkage” in an informal setting.

2.0 **Ownership Linkage:**

2.1 Proposed Ownership Linkage Plan

Utilizing the Board Chair’s Ownership Linkage report to the Board in March, the CEO made a number of recommendations regarding how the Board could fulfill its Ownership Linkage responsibilities. The proposal included:

- Board training on Ownership Linkage
- Staff support for consultation and focus group activities
- Recommendation to utilize third part expertise for focus group leadership
- Preparation of a list of outreach activities for the May Board meeting.

In addition to focus group consultation (which will be scheduled after Board training is completed in Q4 2024), staff will provide a six-month schedule of various outreach activities relevant to “Ownership Linkage”, providing Board members with the opportunity to sign up for at least one activity.

In the interim, the Board was provided with current opportunities/suggestions to engage with the “owners” in their community.

Moved by Ms. Gail Vlahopoulos
Seconded by Mr. Kenneth Wightman

Resolved that the Board receives the report” Proposed Ownership Linkage Plan” prepared by staff.

Carried.

3.0 **Board Education:**

None this month.

4.0 Information Requested by the Board

4.1 Markham Centre Update, April 2024:

Staff highlighted the following:

- Markham Centre Secondary Plan (MCSP)-The Planning Department has advised that it is aiming to bring the MCSP draft policies to Council in June 2024, with a request to consult with the public over the summer
- Central library community consultation-There will be two opportunities in 2024 to consult the community: *Update of ILMP-Indoor Public Spaces in Intensification Areas* and *Ward 2/Victoria Square Community Consultation*
- Ballpark estimate of costs for a 60-K square-foot central library

Move by Mr. Edward Choi
Seconded by Mr. Kenneth Wightman

Resolved that the report entitled “Markham Centre Update. April 2024” be received.

Carried.

5.0 Items for Decision:

5.1 Markham Public Library Board By-laws Revised March 2024

Moved by Mr. Harout Manougian
Seconded by Mr. Jay Xie

Resolved that the Board receives the revised version on the Markham Public Library Board By-laws effective March 2024.

Carried.

5.2 Ends Interpretations for Board Approval

The Chair explained that the CEO has provided her interpretations of the revised Ends (2024) and that it is the responsibility of the Board to judge the reasonableness of those interpretations.

There was some discussion and suggestions for wording changes. The CEO will update her Ends interpretations and send to the Board prior to the May meeting. At the May meeting the CEO will provide the Board with outcomes to

be achieved relating to Board Ends and the metrics that will demonstrate compliance. The Library's operational plan that will support achievement of the Board Ends will be provided to the Board in the fall.

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

Resolved that the Ends Interpretations as amended be approved

Carried.

5.3 **Revised Monitoring Report Schedule**

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

Resolved that the Board approves the revised schedule of Monitoring Reports.

Carried.

6.0 **Monitoring Performance**

6.1 **Ends**: Deferred.

The CEO advised that the Ends monitoring report will be provided as soon as the format is updated to reflect the 2024 Ends.

6.2 **Internal Monitoring Report: Executive Limitations, EL-2e, Asset Protection** (assigned to Mr. Raymond Chan)

Mr. Chan reviewed the report and was satisfied that it is complete and comprehensive. He sent 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 Mr. Raymond Chan
Seconded by Mr. Kenneth Wightman

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

Carried.

7.0 Consent Agenda:

There was some discussion that the CEO’s Highlights move out of Consent and under 4.0 (Information Requested by Board). CEO’s Highlights will move to 4.1 and will include a quarterly summary and assessment of key operational statistics. Back-up data and detailed statistics will remain in the Consent Agenda.

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

Resolved that the Consent Agenda comprising Agenda items 7.1 to 7.3 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:

7.1 Declaration of Due Diligence by the CEO

7.2 Communication and Correspondence

7.2.1 Interview with the new Chair of CFLA-FCAB, Andrea Cecchetto [Interview with the new Chair of CFLA-FCAB – IFLA](#)

7.3 CEO’s Highlights

Carried.

8.0 Board Performance and Self-Evaluation:

8.1 Questionnaire Results: Feedback to the Chair

The Chair thanked Board members for their feedback and provided clarification on a comment on one of the questionnaires.

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

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

AGENDA 1.1

Carried.

9.0 **New Business**

10.0 **In Camera Agenda:**

10.1 To Discuss Confidential Matters

Moved by Mr. Edward Choi
Seconded by Ms. Winnie Phung

Resolved that the Board meet in Camera at 8:15 p.m. to discuss confidential matters.

Carried.

The Board returned to its regular meeting at 9:09 p.m.

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

Resolved that the motions approved In Camera be ratified.

Carried.

11.0 **Adjournment**

Moved by Mr. Edward Choi that the meeting be adjourned at 9:10 p.m.