

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Monday, June 24, 2024, 7:00 p.m. Markham Village Library, Program Room, 6031 Highway 7 East, Markham L3P 3A7

Present from Board: Ms. Margaret McGrory, Chair
Mr. Edward Choi, Vice-Chair
Mr. Jay Xie
Mr. Kenneth Wightman
Ms. Winnie Phung
Ms. Gail Vlahopoulos
Mr. Harout Manougian
Mr. Raymond Chan

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 Baillie, Manager, Collections & Technical Services
Ms. Megan Garza, Senior Manager, Organizational Transformation
Mrs. Susan Price, Board Secretary

Regrets: Ms. Jenny Tung
Deputy Mayor Michael Chan
Mr. Robin Choy
Councillor Ritch Lau

1.0 Call to Order/Adoption of Agenda

Ms. Margaret McGrory called the meeting to order at 7:00 p.m.

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

Resolved that the agenda be approved.

Carried.

1.1 Adoption of Minutes:

Library Board Minutes May 27, 2024.

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

Resolved that the minutes of the May 27,2024 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 the Directors to introduce any guest staff members present.

Agenda 5.2 Delegation of Authority: Please complete the form that is being circulated as to any dates you will be unavailable over the summer or if your contact information changes.

2.0 **Ownership Linkage:**

2.1 Briefing notes for Board Events

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The CEO noted that the dialogue provided was of a very general nature and that if a Board member required anything relevant to any specific event they wished to attend that would also be provided by staff.

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

Resolved that the Board receives the report” Briefing Notes for Board Events” prepared by staff.

Carried.

3.0 **Board Education:**

3.1 The Central Library for Markham-Background Report

Staff gave a very comprehensive overview/presentation on the concept of a central library in Markham. The information overlapped with content in 4.1 CEO’s Highlights and 4.2 Markham Centre Update.

There were comparisons made to the Oakville central library replacement project and future possible scenarios for a central library in Markham.

There was a lot of discussion, questions and enthusiasm as to what a central library could mean to the cultural and economic development of the City. The distinction between library branches and a central library facility was also clarified.

Staff to send out further details on the July 3, Special Development Services meeting on Markham Centre Secondary Plan Update: Draft Policy Framework.

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

Resolved that the Board receives the Board Education Report entitled “The Central Library for Markham-Background Report.”

Carried.

4.0 **Information Requested by the Board:**

4.1 CEO’s Highlights, June 2024

The CEO noted the following items in the report:

- **Development Charges-Reserve Balances:** The Library has a healthy reserve balance of \$10,988,572; however Bill 23 (More Homes Built

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Faster) has negatively impacted the municipality's ability to collect these revenues which are used to support growth- related infrastructure.

- **Hybrid Meeting Technology:** The City is engaging a consultant to review and make recommendations regarding technology in all City and Library meeting rooms. The minimum requirement is that all meeting rooms be equipped with technology to manage meetings through ZOOM and Microsoft Teams.
- **Impact of Screen Time and Social Media on Children's Well Being:** Further studies and information on the impact of screen time on children's mental health and academic performance

The CEO pointed out some details from the Quarterly Statistical Report and noted that customer satisfaction remains high. The Chair noted that the statistics on new child users and teen users are down by over 30% which is of concern and may be a result of excessive screen time and social media (as noted above).

Moved by Ms. Gail Vlahopoulos
Seconded by Mr. Edward Choi

Resolved that the report entitled "CEO's Highlights, June 2024" be received.

Carried.

4.2 Markham Centre Update, June 2024

Moved by Mr. Raymond Chan
Seconded by Ms. Winnie Phung

Resolved that the report entitled "Markham Centre update, June 2024" be received.

Carried.

5.0 **Items for Decision:**

5.1 **Resignation of Mr. Michael Armes from the Markham Public Board**

Moved by Mr. Edward Choi
Seconded by Ms. Gail Vlahopoulos

Resolved that the resignation of Mr. Michael Armes from the Markham Public Library Board effective June 11,2024 be received;

And that the Board will continue with twelve Members.

Carried.

5.2 Delegation of Board's Authority over the Summer

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

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.

6.0 Monitoring Performance

6.1 Ends: Template for Board Ends Reporting

There was some discussion on the template presented by the CEO. The Chair offered that the proposed template would suffice in the interim until a new strategic plan, aligned with the Board Ends is developed by management in 2025. A consensus was not reached, and a recorded vote was requested.

Moved by Ms. Gail Vlahopoulos
Seconded by Mr. Raymond Chan

Resolved that the Board receives the proposed reporting template for the linkage between Board Ends and the Library Strategic Plan.

In Favour	Opposed
Ms. Gail Vlahopoulos	Mr. Harout Manougian
Mr. Raymond Chan	
Ms. Winnie Phung	
Mr. Jay Xie	
Mr. Edward Choi	
Mr. Kenneth Wightman	

Carried.

6.2 Executive Limitations:

6.2.1 Internal Monitoring Report: Executive Limitations, EL-2c, Budgeting/Forecasting(assigned to Ms. Winnie Phung)

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Ms. Phung reviewed the report and was satisfied that it is complete and comprehensive. She sent an e-mail to Board members and received one request for clarification that was made prior to the meeting. There were none at the meeting.

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 Ms. Winnie Phung
Seconded by Mr. Jay Xie

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

Six in favour, one opposed.

Carried.

6.2.2 Internal Monitoring Report: Executive Limitations, EL-2d, Financial Condition (assigned to Mr. Jay Xie)

Mr. Xie 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 Financial Condition comply with the requirements of EL-2d policy.

Moved by Mr. Jay Xie
Seconded by Mr. Kenneth Wightman

Resolved that the report entitled "Internal Monitoring Report: Executive Limitation EL-2d, Financial Condition" be received.

Carried.

6.2.3 Internal Monitoring Report: Executive Limitations, EL-2h, Community Relations(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.

Moved by Mr. Raymond Chan

Seconded by Mr. Kenneth Wightman

Resolved that the Board has assessed the monitoring report entitled Executive Limitation, EL-2h, Community Relations and finds that it demonstrates compliance with a reasonable interpretation of the policy.

Carried.

7.0 Consent Agenda:

Moved by Mr. Raymond Chan
Seconded by Ms. Gail Vlahopoulos

Resolved that the Consent Agenda comprising Agenda items 7.1 to 7.2 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:

- 7.1 Declaration of Due Diligence by the CEO**
- 7.2 Quarterly Statistics-Detail**

Carried.

8.0 Board Performance and Self-Evaluation:

8.1 Questionnaire: Performance of Individual Board Members
The Chair asked Board members to complete the paper copy provided at the meeting and return it to the Board Secretary.

9.0 New Business:

There were several items added to the Agenda for this meeting:

- (1) Mr. Wightman had a question on a receivable item in the Financial Statements. The CEO will invite the City Treasurer to meet with the Board in the fall.
- (2) Mr. Manougian made the following requests for action:
 - Multilingual Periodicals: What does MPL currently have and what are the opportunities for expansion?
 - Checkout Receipts: Can they be used to advertise events? Staff confirmed they can and are. Staff will provide specifics on current usage.
 - Cognitive Class, A.I. available from IBM: Possibility of adding to Program offerings.

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- Signage and advertising to encourage members of the public to attend Board meetings i.e., more, and larger signage, welcoming chairs available.

10.0 **In Camera Agenda:**

10.1 To Discuss a Confidential Personnel Matter

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

That the Board move in camera at 8:46 pm to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 9:16 p.m.

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

Resolved that the motions approved In Camera be ratified.

Carried.

11.0 **Adjournment**

Moved by Mr. Edward Choi that the meeting be adjourned at 9:16 p.m.