

**MARKHAM PUBLIC LIBRARY BOARD**

**Regular Meeting**

**Minutes of Regular Meeting held on Monday, October 28, 2024, 7:08 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. Harout Manougian  
Mr. Kenneth Wightman  
Ms. Gail Vlahopoulos  
Mr. Robin Choy  
Mr. Raymond Chan (from 4.1)

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  
Mrs. Anthea Baillie, Manager, Collections & Technical Services  
Mrs. Susan Price, Board Secretary

Regrets: Mr. Jay Xie  
Ms. Jenny Tung  
Ms. Winnie Phung  
Deputy Mayor Michael Chan  
Councillor Ritch Lau

Guests: Mr. Morgan Jones, Commissioner, Community Services,  
City of Markham  
Mr. Joseph Silva, Treasurer, Financial Services, City of  
Markham  
Mr. Kishor Soneji, Manager, Financial Reporting, Financial  
Services, City of Markham

**1.0 Call to Order/Adoption of Agenda**

Ms. Margaret McGrory called the meeting to order at 7:08 p.m.

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

**Resolved that the agenda be approved with an addition to New Business  
9.2.**

Carried.

1.1 **Adoption of Minutes:**

Library Board Minutes September 23, 2024.

Moved by                      Ms. Gail Vlahopoulos

Seconded by                 Mr. Edward Choi

**Resolved that the minutes of September 23,2024 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.

Welcome to guests from the City of Markham, Financial Services whose presentation followed these remarks.

The Chair also informed the Board that there would be a Public Meeting on the City's 2025 Budget held virtually and in person at the City Hall, November 4, 2024, 7-9 pm for any Board members interested in attending.

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Ms. McGrory also advised the Board of the OLS Board Assemblies Meeting on November 19, 2024, from 6-8 p.m. for libraries within our population size. If Board members would like to attend, they can login through the [www.learnhq.ca](http://www.learnhq.ca) website.

Please note that 4.2 was moved forward to accommodate guests. Minutes after 4.1.

### 2.0 **Ownership Linkage:**

#### 2.1 Reports from Board Members

Mr. Manougian advised that he attended an event at Unionville Library “Sharing Life Stories”, October 16, 2024 7-8 p.m. with author Carol-Williams Wong who told her personal story of immigration to Canada.

Ms. McGrory attended the September 28, 2024 Launch of “Girls in STEAM” program at the Aaniin Library. Mayor Scarpitti was in attendance, and she had an opportunity to speak with him as well as several participants in the program who “love their library”. The Chair asked for an update from staff on how the program was received by the participants when the program is completed.

### 3.0 **Board Education:**

#### 3.1 Board Education 2025

Staff provided an overview of the revised schedule that was updated with input from the Board at the September meeting.

The Chair offered that more time would be allowed on the agenda for education items.

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

**Resolved that the report entitled “Board Education Plan 2025” be received.**

Carried.

### 4.0 **Information Requested by the Board:**

#### 4.1 CEO’s Highlights, October 2024

The CEO noted the following items in the report:

- Mayor’s Annual Business Address and Luncheon, November 8, 2024. The CEO, the Chair and the Vice Chair will attend.
- Indoor Space Study: RFP for consultant services was issued; however, the bid closed without award. Regarding the community survey that was

## AGENDA 1.1

planned in that RFP, staff recommend that such a survey be deployed as part of the 2025 Strategic Plan Review project.

- Ward 2/Victoria Square: Our 2024 approved budget, which included funding to engage Ward 2 residents in community consultation regarding a future community centre and library, was deferred by the City.
- Langstaff: Staff are on planning teams and continue to make the case for library facilities in mixed-use buildings.
- Islamic Heritage Month: MPL offered several opportunities to discover Islamic arts, culture and history throughout October
- Mrs. Biss attended the California Library Conference, whose theme was Balancing Act: Self-Care and Shelf Care. The first session attended was *Effective Library Leadership for Reducing Staff Stress and Trauma*. The four quadrants to establish this approach in treating customers and staff are: *A Culture of Care, A Culture of Clarity, A Culture of Accountability* and *A Culture of Transparency*.

The Chair noted the consultant's recommendation regarding utilizing an assessment to better understand staff needs, and the CEO's comment that MPL has completed a number of workshops, consultations and surveys in this regard. The Chair asked for an update on this internal work-what were the findings and resulting actions.

There were some questions and comments about the Civic Square Vision Project targeted to go forward in Q4; specifically, if the outcome of this visioning might inform the Board's central library deliberations.

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

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

Carried.

### 4.2 City of Markham Financial Services

The CEO introduced Mr. Joseph Silva and Mr. Kishor Soneji from the City of Markham, Financial Services and thanked them for attending the meeting. Their presentation was in response to a specific concern raised about a "receivable" in the amount of approximately 7.5 M. It was noted that there are differences in Public Sector and Private Sector reporting.

There was lots of discussion and input from the Board regarding the requirement to better explain what this line item represents. The City officials agreed to speak to the auditor about how best to address this matter, whether by changing the description of the item (not reporting as a receivable), or by providing the reasoning behind the use of the term in the notes section of the audit report.

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

**Resolved that the Board receives the report entitled “City of Markham Financial Services”.**

Carried.

4.3 Update to the Recruitment and Appointment of a Youth Representative to the Board

Staff reviewed the process for recruiting a suitable Youth Representative for the Board. If a suitable candidate is found soon enough, then they could join the Board in January; otherwise, it will be in September.

There were questions about Library volunteers in general.

Moved by Mr. Harout Manougian  
Seconded by Mr. Robin Choy

**Resolved that the report entitled “Update to the Recruitment and Appointment of Youth Representative” be received.**

Carried.

5.0 **Items for Decision**  
**None.**

6.0 **Monitoring Performance**

6.1.1 Ends Progress Update-Level 2

The Chair asked the Board if the new report format and content provided them with the information needed to assess progress towards achievement of the Ends. There were suggestions that will be incorporated.

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

**Resolved that the Board receives the proposed Ends Progress Update-Level 2.**

Carried.

**6.2 Executive Limitations:**

**6.2.1 Internal Monitoring Report: Executive Limitations, EL-2b, Staff Treatment** (assigned to Mr. Ken Wightman)

Mr. Wightman reviewed the report and was satisfied that it is complete and comprehensive. He did not receive any questions and there were none at the meeting.

The report confirmed that the CEO and MPL's practices relative to MPL's Staff Treatment comply with the requirements of EL-2b policy.

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

**Resolved that the report entitled "Internal Monitoring Report: Executive Limitation EL-2b, Staff Treatment" be received.**

Carried.

**6.2.2 Internal Monitoring Report: Executive Limitations, EL-2i, Compensation and Benefits** (assigned to Ms. Gail Vlahopoulos)

Ms. Vlahopoulos reviewed the report and was satisfied that it is complete and straight forward. She 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 Compensation and Benefits comply with the requirements of EL-2i policy.

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

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

Carried.

**7.0 Consent Agenda:**

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

**Resolved that the Consent Agenda comprising Agenda items 7.0 to 7.2.3 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:**

**7.0 CONSENT AGENDA:**

**7.1 Declaration of Due Diligence by the CEO**

**7.2 Communication and Correspondence:**

**7.2.1** Newsroom: Ontario Investing in First Nations Public Libraries: [Ontario Investing in First Nations Public Libraries | Ontario Newsroom](#)

**7.2.2** CBC News: 'Not business as usual': Calgary Public Library still in early stages of cybersecurity probe  
<https://www.cbc.ca/news/canada/calgary/calgary-public-library-investigation-cyberattack-1.7353097>

**7.2.3** YorkRegion.com: More than books at Ontario public libraries-all the things you didn't know you can do for free with a library card  
[https://www.yorkregion.com/news/more-than-books-at-ontario-public-libraries-all-the-things-you-didnt-know-you-can/article\\_8cf19b1e-6899-57b6-be12-5690aca405db.html](https://www.yorkregion.com/news/more-than-books-at-ontario-public-libraries-all-the-things-you-didnt-know-you-can/article_8cf19b1e-6899-57b6-be12-5690aca405db.html)

Carried.

**8.0 Board Performance and Self-Evaluation:**

**8.1** Questionnaire Results: "The Conduct of the Board".

The Chair noted the importance of these questionnaires to help ensure the Board is acting in compliance with its own governance policies, and that it is helpful to have as many responses as possible. There were no areas of concern.

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

**Resolved that the report entitled "Questionnaire Results: "The Conduct of the Board" be received.**

Carried.

**9.0 New Business:**

**9.1** There was a motion by a Board member to amend MPL Board By-law 4.5, Meeting Notification. There was no seconder for the motion and the matter was not considered further.

**9.2** There was a question about possible Flu Clinics at Library branches. For various reasons there are none provided through the Library at this time.

## AGENDA 1.1

As time allowed, the Chair provided an overview of the 2024 OLS conference for public library board members, October 24, 2024. There were three topics discussed:

- Advancing Cultural Accessibility in Ontario's Public Sector
- A.I. and libraries: Shaping the Future
- Board Momentum: The art and science of staying on track

Staff provided an overview of MPL's A.I. activities and informed the Board about A.I. workshops they will be launching in January 2025.

### 10.0 **In Camera Agenda**

None

### 11.0 **Adjournment**

Moved by Mr. Edward Choi that the meeting be adjourned at 9:02 p.m.