

**MARKHAM PUBLIC LIBRARY BOARD**

**Regular Meeting**

**Minutes of Regular Meeting held on Monday, March 24, 2025, 7:05 p.m. Virtual by ZOOM**

- Present from Board: Ms. Margaret McGrory, Chair  
Mr. Edward Choi, Vice Chair  
Deputy Mayor Michael Chan  
Mr. Raymond Chan  
Mr. Robin Choy  
Councillor Ritch Lau  
Mr. Harout Manougian  
Ms. Winnie Phung  
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  
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. Amir Feridooni, Manager, Unionville Library  
Mrs. Susan Price, Board Secretary
- Regrets: Ms. Jenny Tung  
Ms. Gail Vlahopoulos
- Guest: Mr. Morgan Jones, Commissioner, Community Services,  
City of Markham

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

Ms. Margaret McGrory called the meeting to order at 7:05 p.m.

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

Carried.

## AGENDA 1.1

### 1.1 **Adoption of Minutes:**

Library Board Minutes January 27,2025.

Moved by                      Mr. Robin Choy  
Seconded by                 Ms. Winnie Phung

**Resolved that the minutes of January 27,2025, Library Board First 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.

The Chair reminded the Board that we need to count votes at virtual meetings and to keep hands raised until tallied.

June Policy Governance workshop discussion: the Board did not indicate any preference for a location or date. Staff will investigate the availability of a facilitator and get back to the Board on timing.

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Due to the upcoming federal election, April 28, 2025, the scheduled Board meeting will need to be changed. Members will be polled as to which date that week is most suitable for them.

The Chair reminded the Board that In Camera meetings are strictly confidential, so Members need to ensure they are in a private location or using headphones.

### 2.0 **Ownership Linkage:**

#### 2.1 Reports from Board Members

There were no reports from Board members. The Chair asked staff for a brief report on the Black Owned Markham Market held February 22, 2025 at Milliken Mills. Staff reported the event was successful in achieving its goals of showcasing local Black-owned businesses and in creating a network of connection and mentorship for entrepreneurs.

### 3.0 **Board Education:**

#### 3.1 Trends and Issues in Canadian Libraries

Staff gave an overview presentation of the report contained in the package, describing the process that will be undertaken to assess trends and issues, and explaining the change to the project timeline. The comprehensive environmental scan will be a key phase of the strategic plan update project. Given the uncertainties with global economic shifts and geopolitical turbulence, staff are conducting the environmental scan in two phases:

- Phase 1-Macro Issue Research and Analysis
- Phase 2-Analysis of Issues through a Local Lens

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

**Resolved that the Board receives the Board Education Presentation  
“Trends and Issues in Canadian Libraries.”**

Carried.

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

#### 4.1 CEO's Highlights, March 2025

The CEO noted the following items in the report:

- Deferral of Development Charges for High-Rise Residential Buildings: Pending a further comprehensive report regarding financial impacts on the City, General Committee has deferred its decision regarding a Development Charge Deferral Policy.

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- Provincial Election: Given a condensed campaign period, staff mobilized to engage the community and provide vital information including voter information and the roles and responsibilities of the provincial government. Similar opportunities are under way for the upcoming federal election.
- Enterprise Risk Management Report: Staff gave an overview of the report, explaining how some key items were rated and their potential impact.

There was some discussion on efforts made to hold all candidates' meetings, and other measures put in place to keep the public informed and engaged prior to the provincial election. There were questions about higher value items being borrowed from the library and not returned by the due date, and staffing resources required for additional programs.

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

**Resolved that the report entitled “CEO’s Highlights, March 24, 2025 ” be received.**

Carried.

### 5.0 **Items for Decision**

#### 5.1 Policy Governance Wording Amendments Revision March 24,2025

Moved by                      Mr. Harout Manougian  
Seconded by                Councillor Ritch Lau

**Resolved that the Board has reviewed the policies under Policy Governance: Governance Process GP-1 to GP-2k, Board-CEO Linkages BCL-1 to BCL-2e and Executive Limitations EL-2a to EL-2j and accepts the amendments and the edit to GP-1 and receives the latest revision of Policy Governance effective March 24,2025.**

Carried.

### 6.0 **Monitoring Performance**

#### 6.1 **Ends:**

##### 6.1.1 Strategic Plan Update

In conjunction with the 3.1 report on Trends and Issues in Canadian Libraries staff reported on the strategic planning process:

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In accordance with the project timeline and to ensure a successful and effective strategic plan, staff have commenced work on three foundational elements of the strategic planning process:

1. **Environmental Scan:**
  - Update and progress are reported in Report 3.1.
2. **Community Participation Plan:**
  - A thorough community participation process will enable MPL to develop an impactful Strategic Plan that will continue to fulfil its legislated mandate to provide a comprehensive and efficient public library service reflecting the unique needs of the community.
3. **Staff Engagement Plan:**
  - To provide staff with opportunities to participate in the creation of the library's new Strategic Plan.

The Chair noted that the Strategic Plan is not subject to Board approval; rather it is a multi-year management plan (tool), which describes *how* the organization will go about achieving the Board's Ends in compliance with its Executive Limitations.

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

**Resolved that the report "Strategic Plan Update" be received.**

Carried.

### 6.2 **Executive Limitations:**

#### 6.2.1 **Internal Monitoring Report: Executive Limitations, EL-2d, Financial Condition** (assigned to Mr. Harout Manougian)

Mr. Manougian reviewed the report, emailed Board members for comment and had some questions/clarifications that were responded to by staff prior to the meeting. There were a couple of further clarifications 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. Harout Manougian  
Seconded by                Mr. Raymond Chan

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

Carried.

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### 6.2.2 **Internal Monitoring Report: Executive Limitations, EL-2g, Emergency Executive Succession** (assigned to Mr. Raymond Chan )

Mr. Chan reviewed the report and sent an e-mail to Board members and received no questions or concerns.

The report confirmed that the CEO and MPL's practices relative to MPL's Emergency Executive Succession comply with the requirements of EL-2g policy.

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

**Resolved that internal monitoring report entitled “ Executive Limitation: EL-2g, Emergency Executive Succession” be received.**

Carried.

## 7.0 **Consent Agenda:**

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

**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   Library Journal: New Data From Overdrive**

[New Data From OverDrive, “Libraries Break Digital Lending Records   in 2024 with Over 739 million Checkouts”](#)

##### **7.2.2   YorkRegion.com: Markham-Stouffville candidates Meet and Greet Feb.19   [Markham-Stouffville candidates Meet and Greet Feb. 19](#)**

##### **7.2.3   Stouffville Bullet Point News: Markham-Stouffville Heads to Polls   Without a Single Pre-Election Debate [Markham-Stouffville Heads to the Polls Without a Single Pre-Election Debate | Stouffville | Bullet Point News](#)**

Carried.

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

#### 8.1 **Questionnaire Results: The Board and the CEO**

The Chair was concerned about one negative response to a question and asked if the Board member wanted to bring it forward either at the meeting or privately.

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

**Resolved that the report entitled “Questionnaire Results: the Board and the CEO” be received.**

Carried.

#### 8.2 **Questionnaire: Feedback**

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

### 9.0 **New Business**

(none)

### 10.0 **In Camera Agenda:**

10.1 To discuss a confidential personnel matter

Moved by                      Mr. Edward Choi  
Seconded by                Councillor Ritch Lau

**Resolved that the Board move in camera at 8:01 p.m. to discuss a confidential personnel matter.**

Carried.

The Board returned to its regular meeting at 8:26 p.m.

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

**Resolved that the motions approved In Camera be ratified.**

Carried.

### 11.0 **Adjournment**

Moved by Mr. Edward Choi that the meeting be adjourned at 8:29 p.m.