

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Monday, June 23, 2025, 7:00 p.m. Markham Village Library, Program Room, 6031 Highway 7 East, Markham L3P 3A7

Present from Board: Ms. Margaret McGrory, Chair
Mr. Harout Manougian
Mr. Kenneth Wightman
Ms. Gail Vlahopoulos
Ms. Winnie Phung
Deputy Mayor Michael Chan
Mr. Raymond Chan (from 10.1)

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
Mr. Ken Cheung, Manager, Angus Glen Library
Mrs. Susan Price, Board Secretary

Regrets: Mr. Edward Choi, Vice-Chair
Mr. Jay Xie
Councillor Ritch Lau

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: 00 p.m.

Moved by Mr. Kenneth Wightman
Seconded by Deputy Mayor Michael Chan

Resolved that the agenda be approved.

Carried.

AGENDA 1.1

1.1 **Adoption of Minutes:**

Library Board Minutes May 26, 2025.

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

Resolved that the minutes of the May 26,2025 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: The Chair noted that this is the last meeting before the summer break so please complete the form that is being circulated as to any dates you will be unavailable or if your contact information changes.

AGENDA 1.1

1.5 **Board CEO-Linkage Policy: Performance Review (Chair)**

The Chair advised the Board that the process for the Chief Executive Performance Review for the year 2024 (ending February 28, 2025) was undertaken and completed.

The signed document has been filed along with the CEO's response, per procedure.

In order to accommodate our guest, the In Camera meeting was moved ahead.

10.0 **In Camera Agenda:**

10.1 To Discuss a Confidential Personnel Matter

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

Resolved that the Board move in camera at 7:04 p.m. to discuss a confidential personnel matter.

Carried.

The Board returned to its regular meeting at 7:37 p.m.

Moved by Mr. Harout Manougian
Seconded by Deputy Mayor Michael Chan

Resolved that the motions approved In Camera be ratified.

Carried.

2.0 **Ownership Linkage:**

2.1 Reports from Board Members

Mr. Chan informed the Board that he had attended the Markham Village Music Festival with his family. He had a brief chat with Mayor Scarpitti during which he had an opportunity to mention the Library Board's continued support of a central library.

On June 3rd, Ms. McGrory gave a presentation to MPL Borrower Services' and Information Services' managers and supervisors about how Board Ends relate to operational priorities and the work of these front-line staff.

The Chair also advised that Strategic Planning community consultations would be held over the summer and encouraged Board members to attend, if possible, dates and venues included in the board package under the CEO's Highlights.

3.0 **Board Education:**

3.1 **Digital Literacy at MPL**

Staff gave a very comprehensive presentation, explaining that Digital Literacy involves the confident and critical use of a full range of applications, specifically impacting Education, Employment, Community and Society.

MPL's Role in Digital Literacy is to provide the community with digital access, increased digital equity, digital literacy skills and digital readiness by providing programs and opportunities relevant to current trends.

Presentation material distributed to the Board following the meeting.

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

Resolved that the Board receives the Board Education Presentation "Digital Literacy at MPL."

Carried.

3.2 **Member Engagement Strategy: Communication Segmentation Data**

Staff gave a detailed presentation on how data is utilized to meet community needs and expand service offerings to residents of Markham.

Presentation material distributed to the Board following the meeting.

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

Resolved that the Board receives the Board Education Presentation "Member Engagement Strategy: Community Segmentation Data."

Carried.

3.3 **Board Engagement in the Community**

Deferred to September due to time constraints.

4.0 **Information Requested by the Board:**

4.1 **CEO's Highlights, June 2025**

The CEO spoke to the following items in her report:

- **Bill 17** Major Changes to Ontario's Development Charge Framework
- **Strategic Planning Community Consultations** - dates and locations
- **Markham Centre Secondary Plan** - revised draft policies sent to the Community Services Commission for staff review and comments.

AGENDA 1.1

There was some discussion and a question about the environmental assessment in progress for the Rouge River Tributary 5 regarding potential flood mitigation.

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

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

Carried.

5.0 **Items for Decision:**

5.1 **Resignation of Mr. Robin Choy from the Markham Public Board**

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

Resolved that the resignation of Mr. Robin Choy from the Markham Public Library Board effective June 3, 2025 be received;

And that the Board will continue with ten Members.

Carried.

5.2 **Delegation of Board’s Authority over the Summer**

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

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:**

6.1.1 **Strategic Plan Update**

The report gave a brief update on the three foundational elements of the strategic planning process: **Environmental Scan, Community Participation Plan** and the **Staff Engagement Plan**.

AGENDA 1.1

The Chair asked that the community survey be provided to the Board for information.

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

Resolved that the report “Strategic Plan Update” be received.

Carried.

6.1.2 Strategic Plan Update -Staff Engagement

Staff provided an overview of the presentation contained in the package including next steps in the staff engagement process.

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

Resolved that the report “Strategic Plan Update-Staff Engagement” be received.

Carried.

6.1.3 Ends Report Level 1 (YTD May 2025)

The report was comprehensive and there were some comments. The Chair asked that specific targets be added to the report.

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

Resolved that the Board receives the “Ends Report Level 1 May 2025”

Carried.

6.2 Executive Limitations:

6.2.1 Internal Monitoring Report: Executive Limitation, EL-2h, Community Relations_ (assigned to Ms. Winnie Phung)

Ms. Phung reviewed the report and was satisfied that it is complete and comprehensive. She sent an e-mail to the Board and received no questions or concerns.

The report confirmed that the CEO and MPL’s practices relative to MPL’s Community Relations comply with the requirements of EL-2h policy.

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

AGENDA 1.1

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 Deputy Mayor Michael Chan

Resolved that the Consent Agenda comprising Agenda items 7.0 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:

7.0 CONSENT AGENDA:

7.1 Declaration of Due Diligence by the CEO

7.2 Communication and Correspondence:

7.2.1 YorkRegion.com: Markham raises Pride flag amid shifting corporate support [Markham reaffirms support for 2SLGBTQIA+ community](#)

7.2.2 Markham Review: Celebrate Asian Heritage Month with Markham Public Library [Celebrate Asian Heritage Month with Markham Public Library – Markham Review](#)

7.3 Board Statistics-Detail

Carried.

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

8.1 Questionnaire: Performance of Individual Board Members

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

Resolved that the report entitled “Questionnaire results: Performance of Individual Board Members “ be received.

9.0 **New Business:**

There was a question about a job opportunity posted online. Staff provided clarification on recruiting, hiring practices and staff development within MPL.

AGENDA 1.1

10.1 See after 1.5

11.0 Adjournment

Prior to adjournment the Chair wished the Board a safe and happy summer.

Moved by Ms. Gail Vlahopoulos that the meeting be adjourned at 9:17 p.m.