MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Tuesday, May 26,2025 7:00 p.m. Aaniin Library Program Room, 5665 14th Avenue, Markham, ON L3S 3K5

Present from Board:	Ms. Margaret McGrory, Chair Mr. Edward Choi, Vice Chair Mr. Harout Manougian Mr. Kenneth Wightman Mr. Raymond Chan Ms. Gail Vlahopoulos Mr. Jay Xie Ms. Winnie Phung (from 5.1)
Present from Staff:	Mrs. Catherine Biss, CEO & Secretary-Treasurer 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 Mrs. Susan Price, Board Secretary
Regrets:	Deputy Mayor Michael Chan Councillor Ritch Lau Mr. Robin Choy

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

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

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

Resolved that the agenda be approved.

Carried.

1.1 **Adoption of Minutes:**

Library Board Minutes March 24, 2025

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

Resolved that the minutes of the March 24, 2025, Library Board Meeting be confirmed.

Carried.

1.2 **Adoption of Minutes:**
Library Board Minutes April 29, 2025

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

Resolved that the minutes of the April 29, 2025, Library Board Meeting be confirmed.

Carried.

1.3 **Declaration of Conflict of Interest**
None.

1.4 **Delegation**
None.

1.5 **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 noted that quorum was not achieved for the April Board meeting, and it was adjourned after the requisite 30 minutes. Many of the May agenda items have been carried over from the April package.

Policy Governance Workshop: There was no consensus as to dates/venue and the Board will endeavour to have it in September if close to full participation can be achieved.

Following these remarks the Financial Statements of the City of Markham will be presented by KPMG.

Please note that Agenda 5.1 2024 Financial Statements was moved ahead to accommodate our guest.

5.1 Financial Statements of the Markham Public Library Board, December 31,2024

Staff introduced Ms. Theresa Ho, Manager, Private Enterprise, KPMG LLP.

Ms. Ho gave a brief, high level overview of the 2024 Financial Statements, citing that some of the numbers were consistent year over year, explained some of the items within the report and noted that it was a clean audit overall.

There was an outstanding request from a Board member for a clarifying statement regarding the term “Due from the City of Markham”.

The CEO will confer with KPMG and the City of Markham.

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

That the report entitled “Financial Statements of the City of Markham Public Library Board, December 31, 2024” be received; and,

That the Board approves the Financial Statements of the City of Markham Public Library Board, December 31,2024; and,

That the Board Chair be authorized to sign the approved 2024 Financial Statements on behalf of the Board; and,

That the Board authorize Staff to issue the final audited Financial Statements for the fiscal year ended December 31,2024.

AND that staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried.

The Chair thanked Ms. Ho for attending and KPMG and MPL Management for another clean audit.

2.0 **Ownership Linkage:**

2.1 Reports from Board Members

The Chair asked the Board if they had any opportunities to engage with the community.
Ms. Vlahopoulos mentioned that she actively shared MPL information on social media platforms.
Ms. Phung attended a networking event and made some new contacts.
Ms. McGrory attended an "Earth Month" event at Milliken Mills Library and had an opportunity to connect with students.
There was a request for additional ownership linkage training. Staff advised that Board members would be included in Community Consultations over the summer in the context of developing a new strategic plan that would identify the needs and interests of residents, supporting the development of pertinent advocacy strategies and direction in "linking" with the community.

3.0 **Board Education:**

3.1 Trend Report Update

Staff gave an overview presentation of the extensive reports (3.1 and 6.1.1) contained in the Board package.

Board discussion included:

- Promotion of Canadian heritage and library materials about Canada/by Canadian authors. Staff advised that such materials are designated by a Canada flag label on the spines.
- Impact of smartphones and screen time. Staff advised that a trend report on this issue would be provided.

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

Resolved that the Board receives the Board Report "Trend Report Update" and the related Presentation.

Carried.

4.0 **Information Requested by the Board**

4.1 CEO's Highlights, April 2025

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

Resolved that the report entitled "CEO's Highlights, April 2025" be received.

Carried.

4.2 CEO's Highlights, May 2025

The CEO focused on the following items in the May report:

- **Bill 17:** *The Protect Ontario by Building Faster and Smarter Act, 2025* Changes to the Development charges will significantly impact the building of new library facilities. The Minister will be able to make regulations in relation to and not limited to prescribing limits and exceptions to eligible capital cost, including land, and define local services to standardize what infrastructure is captured under DC charges versus local services.
- **CELA:** (The Centre for Equitable Library Access) CELA, which provides library materials in alternative formats for those who are blind or cannot read conventional print, has had to make the decision earlier than anticipated to stop the distribution of audiobooks and magazines on CDs. The technology to support this format has become increasingly expensive and difficult source and support. Although Federal funding has been reduced, CELA will still be able to undertake several new projects.Current funding is ongoing until March 2027.

Move by Mr. Edward Choi
Seconded by Ms. Gail Vlahopolulos

Resolved that the report entitled "CEO's Highlights, May 2025" be received.

Carried.

5.0 **Items for Decision:**

5.1 **Financial Statements of the Markham Public Library Board, December 31,2024** (see after 1.5)

5.2 **Board Approval of the 2024 Library Capital Budget Report**

The CEO stated that the report requires Board approval for the completion of the annual Audit.

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

Resolved that the Library Board adopts the 2025 Capital Budget of $3,235,000 for the Library's portion of the City of Markham's 2025 Capital Budget; and,

That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried.

5.3 **Board Approval of the 2025 Library Operating Budget Report**

The CEO stated that the report requires Board approval for the purpose of the annual Audit.

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

Resolved that the Library Board approves the 2025 City of Markham Grant in the amount of $15,679,598; and,

That the Board approves the 2025 Library Operating Budget consisting of Library Income in the amount of $918,972, and Operating Expenditures (excluding Personnel Ramp-ups) in the amount of $16,598,570; and,

That upon finalization of the 2024 Library audited financial statements, the 2025 Operating Budget be adjusted to reflect the 2024 operating results; and,

That the above figures be subject to further adjustment as required throughout the year based on information received from the City of Markham; and,

That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried.

5.4 **Resignation of Ms. Jenny Tung from Markham Public Library Board**

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

Resolved that the resignation of Ms. Jenny Tung from the Markham Public Library Board effective April 21, 2025 be received;

And that the Board will continue with eleven members.

Carried.

6.0 **Monitoring Performance**

6.1 **Ends:**

6.1.1 Strategic Plan Update

Staff referred to the report in the Board package and noted the timeline had been adjusted; the final strategic plan, execution roadmap, implementation plan and communication plan targeted for November 24, 2025, Board meeting.

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

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

Carried.

6.1.2 Strategic Plan Update-Staff Engagement
Deferred.

6.2 **Executive Limitations:**

6.2.1 **Internal Monitoring Report: Executive Limitations, EL-2e, Asset Protection** (assigned to Mr. Kenneth Wightman)

Mr. Wightman reviewed the report and found it to be extensive and satisfactory. He reached out to staff with some additional suggestions that may be incorporated into future reports.

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. Kenneth Wightman
Seconded by Ms. Winnie Phung

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

Carried.

6.2.2 **Internal Monitoring Report: Executive Limitations, EL-2d, Financial Condition** (assigned to Ms. Gail Vlahopoulos)
Ms. Vlahopoulos reviewed the report, emailed Board members and received no questions or concerns.

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 Ms. Gail Vlahopoulos
Seconded by Mr. Harout Manougian

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

Carried.

7.0 **Consent Agenda:**

Moved by Ms. Gail Vlahopoulos
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 YorkRegion.com: Your Earth Month bucket list: 9 Markham events
you shouldn't miss
https://www.yorkregion.com/news/your-earth-month-bucket-list-9-markham-events-you-shouldn-t-miss/article_

7.2.2 Canadian Firefighter: Wellness Spaces for First Responders
Canadian-Firefighter-Wellness-Spaces-A.-Perchotte.pdf

7.3 Board Statistics-Detail

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 added that she would welcome any input from the Members at any time.

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

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

Carried.

8.2 Questionnaire: Performance of Individual Board Members
The Chair asked Board members to complete the paper survey and return to The Board Secretary.

9.0 **New Business**
(none)

10.0 **In Camera Agenda:**

10.1 To Discuss Confidential Matters

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

Resolved that the Board meet in Camera at 8:52 p.m. to discuss confidential matters.

Carried.

The Board returned to its regular meeting at 9:34 p.m.

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

Resolved that the motions approved In Camera be ratified.

Carried.

11.0 **Adjournment**

Moved by Mr. Edward Choi that the meeting be adjourned at 9:34 p.m.