

MARKHAM PUBLIC LIBRARY BOARD

Regular Meeting

Minutes of Regular Meeting held on Monday, May 25, 2026 8:01 p.m. Markham Village Library, 6031 Highway 7 East, Markham, ON L3P 3A7.

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

Youth Representative: Ms. Amani Patel

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
Ms. Megan Garza, Senior Manager, Organizational Transformation
Ms. Polly Chan, Financial Analyst
Mrs. Susan Price, Board Secretary

Regrets: Deputy Mayor Michael Chan
Ms. Gail Vlahopoulos
Mr. Kenneth Wightman
Councillor Ritch Lau

Guest: Ms. Misbah Shamshad, Manager, KPMG (5.1)
(attended remotely)

1.0 Call to Order/Adoption of Agenda

Ms. Margaret McGrory called the meeting to order at 8: 01 p.m.

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

Resolved that the agenda be approved.

Carried.

1.1 **Adoption of Minutes:**

Library Board Minutes April 27, 2026

Moved by Mr. Raymond Chan

Seconded by Mr. Jay Xie

Resolved that the minutes of the April 27, 2026, Library Board Regular Meeting be confirmed.

Carried.

1.2 **Declaration of Conflict of Interest**

None.

1.3 **Delegations**

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, Anishinabeg, 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 advised the Board of the upcoming Retirement Celebration of CEO, Catherine Biss to be held Friday, June 26, 2026.

Following these remarks the Financial Statements of the City of Markham Public Library Board will be presented by Ms. Misbah Shamshad, Manager, KPMG.

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 2025 (ending February 28, 2026) was undertaken and completed.

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The signed documents will be filed along with the CEO's response, per procedure.

Please note that Agenda 5.1 2025 Financial Statements was moved ahead to accommodate our guest.

5.1 Financial Statements of the City of Markham Public Library Board, December 31, 2025

Staff introduced Ms. Misbah Shamshad, Manager, KPMG.

Ms. Shamshad provided a brief overview of the 2025 Financial Statements and stated that they present fairly, in all material respects, the Library's financial position as at December 31, 2025, as well as its results of operations, changes in net financial assets, and cash flows for the year, in accordance with Canadian public sector accounting standards. She also reviewed several items in the report, confirmed that KPMG identified no errors, and noted that the audit was clean overall.

Moved by Ms. Whinnie Phung
Seconded by Mr. Jay Xie

That the report entitled "Financial Statements of the City of Markham Public Library Board, December 31, 2025" be received; and,

That the Board approves the Financial Statements of the City of Markham Public Library Board, December 31, 2025; and,

That the Board Chair be authorized to sign the approved 2025 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, 2025.

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

Carried.

The Chair thanked Ms. Shamshad for attending and thanked 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. There were none this month. Ms. McGrory asked staff to notify the Board of any upcoming programs suitable for Board participation.

3.0 **Board Education:**

3.1 Partnerships and Community Engagement at MPL

During Ms. Macklin's comprehensive presentation, she defined what MPL considers a collaborative partnership, and the processes in place for partnership development. She described the types of partnerships MPL is engaged with, and the purpose, benefits and challenges of each.

Ms. Macklin noted that some successful programs are difficult to replicate because partners' grants and funding can change, particularly for academic support and settlement services. Recent partnership program examples included:

- Repair Café
- NextGen Arts
- Reading to Success
- Markham Cycles
- Pink Stairs Book Club

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

Resolved that the Board receives the Board Education Presentation "Partnerships and Community Engagement at MPL."

Carried.

4.0 **Information Requested by the Board**

4.1 CEO's Highlights, May 2026

Mrs. Biss mentioned the following:

- A new post-secondary institution, a campus of Westcliff University, recently opened in Markham and is the first Canadian location of the California-based university. The Markham campus will deliver the University's Master of Information Systems Technology (MIST) program, focused on fields such as artificial intelligence, cybersecurity, and smart manufacturing.
- Official Plan Review: Schedule of pop-up visioning events which the CEO encouraged Board members to consider attending.

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- Battle of the Books: A good example of community collaboration, the annual event continues to be a valued partnership between the Library, the Canadian Federation of University Women (CFUW) Markham, and local Teacher-Librarians.

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

Resolved that the report entitled “CEO’s Highlights, May 2026” be received.

Carried.

5.0 **Items for Decision:**

5.1 **Financial Statements of the City of Markham Public Library Board, December 31, 2025** (see after 1.5)

6.0 **Monitoring Performance**

6.1 **Ends:**

6.1.1 **Strategic Plan Update**

Ms. Walker advised the Board that the new 2026-2031 Strategic Plan will be unveiled to library staff at three Town Halls on May 28, June 1 and June 3. A key theme of the Town Hall presentations will be to emphasize the importance of staff input received at the 2025 Strategic Planning Focus Groups.

Ms. Walker also noted next planning phases, and that staff are working on a public-facing version of the Strategic Plan.

Moved by Mr. Edward Choi
Seconded by Mr. Jay Xie

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. Raymond Chan)

Mr. Chan reviewed the report and found it to be comprehensive and satisfactory. He reached out to fellow Board members and received no questions or concerns.

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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. Raymond Chan
Seconded by Mr. Edward Choi

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

Carried.

7.0 **Consent Agenda:**

The Chair noted that the letters of support opposing Alberta's Bill 28, requested by the Board at the April Board meeting, had been sent.

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

Resolved that the Consent Agenda comprising Agenda items 7.0 to 7.2.1 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 Opposition to Alberta's Bill 28 and Defense
 of Local Library Governance, Letter of
 Support

Carried.

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

8.2 Questionnaire: Performance of Individual Board Members

The Chair asked Board members to complete the paper survey and return it to The Board Secretary.

9.0 **New Business** (none)

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10.0 **In Camera Agenda:**

To discuss a confidential personnel matter.

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

Resolved that the motions approved In Camera May 25, 2026 be ratified.

Carried.

11.0 **Adjournment**

Moved by Mr. Edward Choi that the meeting be adjourned at 8:59 p.m.