

Milton Public Library

Board Meeting Minutes

April 15, 2009

Present: Stuart Charles (Chair), Wendy Schau, Ron Banyai, Patricia Wilcox, Ken Jacobsen, Jan Mowbray

Staff: Leslie Fitch, Susan Mickalow, Melanie Southern, Sherri Norris, Myra Gibbs (recorder)

Regrets: Shannon White, Lyndsay Koivisto, Ted Bailey

The Chair called the meeting to order at 7:45 p.m.

1. Approval of Agenda

The agenda was approved with the following additions: 5.6 Build Canada: Intake 2 Application

**It was moved by Ken Jacobsen; seconded by Ron Banyai.
Carried**

2. Declaration of Interest

None declared.

3. Consent Agenda

TIME	AGENDA ITEM	PERSON RESPONSIBLE
3.1.	Approval of the Minutes of March 18, 2009	All
3.2.	Correspondence	All
3.3.	Accounts (Operating and Capital) for March 2009	All
3.4.	Staff Reports	
	(i) OLA Reports: Deputy, Manager of Circulation, Manager of Information Services	Mickalow, Norris, Southern
	(ii) Kill-A-Watt Monitor Lending Program	Norris
	(iii) Project Management Planning	Norris
	(iv) Grade One Initiative	Southern
	(v) Earth Hour and Energy Conservation	Mickalow
	(vi) 2009 All Staff Meeting and Appreciation Lunch	Fitch
	(vii) Accessibility for Ontarians with Disabilities Act - Customer Service Standard Update	Mickalow
	(viii) Milton Makeover Morning	Mickalow

Motion # 09-1196 That Milton Public Library Board approve the Consent Agenda for April 15, 2009.

It was moved by Patricia Wilcox; seconded by Councillor Schau. Carried

4. Reports

4.1 CEO

Fitch highlighted the Cambridge resolution; customer service issues; Build Canada; Chamber of Commerce Reception for the Honourable George Smitherman; Accessibility for Ontarians with Disabilities, Library collections, and the Canadian Champion column.

4.2 Councillor

Councillor Schau reported on the Draft Transit Study. The recommendation to continue with the services now being offered goes to Council, May 25th. In the near future it is anticipated that (budget permitting) there will be a Halton Regional Transportation System.

4.3 Budget

Monthly Financial Reports

Ken Jacobsen reviewed the budget, highlighting the updated report formats developed by staff with his assistance.

4.4 Personnel

CEO Evaluation

Ron Banyai advised the CEO Evaluation form will be sent to Board members next week. They will be due back by the May Board meeting. Ken Jacobsen will work with Ron Banyai on a new CEO Evaluation form for 2010.

In Camera Session

It was moved by Ron Banyai; seconded by Patricia Wilcox to move In Camera at 8:11 p.m. Carried

It was moved by Pat Wilcox; seconded by Ken Jacobsen to move Out of Camera at 8:36 p.m. Carried.

4.5 SOLS

The next meeting will take place April 18th in Port Colborne.

5. New Business

5.1 Beaty Branch Update

Fitch reviewed the report, noting the continuing forward progress. As part of the ongoing marketing of the project, the Library homepage's Beaty page has been redesigned. Pictures can be found on both the Library's webpage and (even more) on Flickr.

5.2 Minutes of Settlement re: Labour Board application

Fitch advised The Board that the outstanding issue before the Labour Board has been resolved by Minutes of Settlement.

5.3 Revenue Generation Implementation Schedule

Fitch provided the Board with an outline of recommended Revenue Generation implementation dates, which were approved by the Board as circulated.

Motion # 09-1197 That Milton Public Library Board approve the recommendations outlined in the report “Revenue Generation Implementation Schedule”.

**It was moved by Patricia Wilcox; seconded by Councillor Mowbray.
Carried**

5.4 Beaty Branch: final interior design, signage and millwork recommendations

Fitch reviewed each of the updated interior design panels with the Board. The interior and exterior signage was discussed, including the use of all capital letters on the signs. The review of the Millwork Shop Drawings will continue.

Motion # 09-1197 That Milton Public Library Board approve in principle the final interior design concept as presented at the Board meeting of April 15;

And further

That feedback related to the Exterior / Interior Signage Package be communicated to ZAS Architects;

And further

That staff proceed with the assessment and review of the complete Millwork Shop Drawings and of the Millwork as necessary through the construction phase;

And further

That these steps are taken in keeping with the predicted deadlines.

**It was moved by Councillor Mowbray; seconded by Councillor Schau.
Carried**

5.5 Transitional Branding for Milton Public Library

Melanie Southern provided the Board with an overview of the report, noting the importance of a decision being made in order to co-ordinate with current deadlines associated with Beaty Branch signage, and with the purchase of Library Cards. At the same time, discussion ensued regarding the use of term “Main Library” to describe the Bruce Street location.

Motion # 09-1199 That Milton Public Library Board approve in principle the recommendation to modify our current logo and use it as a transitional brand

And further

That staff begin to refer to the Bruce Street library location as “Main Library” in preparation of Beaty Branch opening.

**It was moved by Councillor Mowbray; seconded by Ken Jacobsen
Carried**

5.6 Build Canada: Intake 2 Application

On April 15, 2009, new deadlines were announced for the Build Canada: Intake 2. The deadline for application for funding of a ‘shovel-ready’ project is May 1, 2009. Fitch advised that pending the outcome of decisions at the Town and Council, it is anticipated that an application will be submitted vis-a-vis the construction of the Main Library as part of the Arts and Entertainment Centre.

6. Next Meeting Date

The next meeting of the Milton Public Library Board will be Wednesday, May 20, 2009 at 7:30 p.m.

The meeting adjourned at 9:42 p.m.

Signed: _____
Stuart Charles, Chair
Milton Public Library Board

Signed: _____
Leslie Fitch, Secretary-Treasurer
Milton Public Library Board

Date: _____