

Milton Public Library

Board Meeting Minutes

December 9, 2009

Present: Stuart Charles (Chair), Ron Banyai, Patricia Wilcox, Jan Mowbray, Shannon White, Wendy Schau, Lyndsay Koivisto, Ken Jacobsen
Staff: Leslie Fitch, Susan Mickalow, Sherri Norris, Myra Gibbs (recorder)

Regrets: Ted Bailey, Melanie Southern

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

1. Approval of Agenda

The agenda was approved as circulated.

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

2. Declaration of Interest

None declared.

3. Consent Agenda

TIME	AGENDA ITEM	PERSON RESPONSIBLE
3.1.	Approval of the Minutes of November 18, 2009	All
3.2.	Correspondence	All
3.3.	Accounts (Operating and Capital) for November 2009	All
3.4.	Staff Reports (i) Collection Management Policy (ii) Personal MBA / Chamber of Commerce (iii) OLA Library Building Awards	Southern Southern Fitch

Motion # 09- 1227 That Milton Public Library Board approve the Consent Agenda for December 9, 2009 with the removal to the regular agenda of the report “Collection Management Policy”.

It was moved by Shannon White; seconded by Ron Banyai
Carried

4. Reports

4.1 CEO

Fitch reviewed the report, highlighting the Budget process ; the CUPE Student Page negotiation request; the Library Board’s Self Evaluation Process; the upcoming Ontario Library Association Superconference; the children’s program “Every child ready to read”; the Laurier in Milton Lecture series and the Adult book clubs.

4.2 Councillor

Councillor Schau reported on the Town of Milton Operating and Capital budgets which will be before Council for approvals on Monday, December 14th.

4.3 Budget

Monthly Financial Reports

Ken Jacobson reviewed the report, noting the budget variances are normal for the time of year.

2009 Year End Projection

Fitch reviewed the year end forecast and highlighted the revenue generation; salaries; SOLS grant money; surplus and reserves.

Motion # 09- 1228 That Milton Public Library Board receive the 2009 Year End Surplus

And further,

That the 2009 surplus figure for use in the 2010 Operating Budget be set aside for use in 2010,

And further,

That \$90,000 be forwarded to the Town of Milton for 2010 Budgeting purposes

And further,

That any remaining sums go to the Library Reserve.

**It was moved by Shannon White; seconded by Ken Jacobsen
Carried**

2010 Operating Update

The budget was reviewed.

4.4 Personnel

None

4.5 SOLS

Ken Jacobson attended the SOLS meeting on Saturday, November 28th at the Hespeler Branch of the Cambridge Public Library. He discussed the updates on SOLS Services and Board; FOPL; OLBA and the roundtable that took place. The meeting was informative and Beaty Branch was volunteered as the location for the next SOLS meeting, which will be held on April 24th.

5. New Business

5.1 Beaty Branch update

Fitch reviewed her report, which also included a summary of all the written comments about Beaty which had been received to date. Further delivery of some furnishings is still expected, and some deficiencies continue to be addressed. The soft and Official Openings were very successful.

5.2 2009 Draft Annual Report

The 2009 Draft Annual Report was reviewed by the Board and discussion took place regarding additions and deletions. A completed report will be brought to the January meeting.

Motion # 09- 1229 That Milton Public Library Board approve the 2009 Draft Annual Report in principal.

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

5.3 Library Board Christmas staff acknowledgement

The Library Board increased the amount of the acknowledgement to \$250 in light of the opening of Beaty Branch.

Motion # 09- 1230 That Milton Public Library Board make a contribution of \$250 for the staff Christmas acknowledgement.

**It was moved by Ron Banyai; seconded by Councillor Schau
Carried**

5.4 Official Plan response

Leslie Fitch reviewed the report with the Board. Comments will be forwarded to the Town in advance of the deadline.

Motion # 09- 1231 That a response be submitted to the Town of Milton Planning Department before the end of December from the Milton Public Library Board,

and Further,

That the response as outlined in the report entitled “Official Plan response on behalf of the Milton Public Library Board” be approved as the submission.

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

5.5 Collection Management Policy

The Collection Management Policy was reviewed by the Board.

Motion # 09- 1232 That Milton Public Library Board review and approve the “Collection Management Policy 2009”.

**It was moved by Ken Jacobsen; seconded by Patricia Wilcox
Carried**

6. Next Meeting Date

The next meeting of the Milton Public Library Board will be Wednesday, January 20, 2010, at 7:30 p.m.

The meeting adjourned at 9:40 p.m.

Signed: _____
Stuart Charles, Chair
Milton Public Library Board

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

Date: _____