

Milton Public Library

Board Meeting Minutes

June 17, 2009

Present: Stuart Charles (Chair), Ron Banyai, Patricia Wilcox, Ken Jacobsen, Jan Mowbray, Shannon White, Ted Bailey

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

Regrets: Lyndsay Koivisto, Wendy Schau
Sherri Norris

The Chair called the meeting to order at 7:48 p.m.

1. Approval of Agenda

The agenda was approved as amended, with the additions of **5.7** Children’s Department Flood ; **5.8** Library and Transit Partnership ‘Read and Ride’ Launch and **5.9** Hydro Energy Usage Comparison.

**It was moved by Ted Bailey; seconded by Ron Banyai.
Carried**

2. Declaration of Interest

None declared.

3. Consent Agenda

3.4 (iii) was removed from the Consent Agenda for discussion.

TIME	AGENDA ITEM	PERSON RESPONSIBLE
3.1.	Approval of the Minutes of May 20, 2009	All
3.2.	Correspondence	All
3.3.	Accounts (Operating and Capital) for May 2009	All
3.4.	Staff Reports	
	(i) Survey Results	Mickalow
	(ii) Design-Build Process: a brief outline [removed]	Fitch
	(iv) AODA Update	Mickalow

Motion # 09-1204 That Milton Public Library Board approve the Consent Agenda for June 17, 2009 as amended.

**It was moved by Councillor Mowbray; seconded by Shannon White.
Carried**

4. Reports

4.1 CEO

Fitch highlighted the SOLS grant; the CEO review and the CLA Conference.

4.2 Councillor

Councillor Mowbray reported on the excellent results for the Town through the Build Canada programs; Sustainable Halton and in particular concerns related to issues around the Natural Heritage System.

4.3 Budget

Monthly Financial Reports

Ken Jacobsen reviewed the budget and highlighted five budget items. In general, he noted that all budget lines are in good shape.

Correction to Bell Canada Billing

When staff investigated issues surrounding the 911 address for calls made from Town facilities, a further oversight was revealed in terms of telephone billing. The problem has been resolved, and the budget implication will total over \$4,000 in 2009

4.4 Personnel

Stuart Charles and Ron Banyai will conduct the CEO review with Fitch on June 18th.

4.5 SOLS

Ron Banyai reported that the next meeting will be mid November at the Hespeler Branch of Cambridge Public Library.

5. New Business

5.1 Building Canada Intake 2 Application Success

Leslie Fitch was pleased to report on the Town of Milton's successful applications for Building Canada Grant monies. The Town received money via the Building Canada Fund – Communities Component that will launch funding of the construction of Phase 1 the Milton Arts and Entertainment Centre and Central Library. (The Town will also move forward with Phase 1 of the expansion of Milton Sports Centre, thanks to a grant of from the Building Canada Fund – Infrastructure Stimulus Fund). Discussion will take place to confirm the process that will be implemented to manage the program. Library Board members were interested in viewing other Libraries of approximately 30,000 square fee, and staff will set up these meetings over the course of the summer. Fitch noted that there may be a need for the Board to meet over the summer regarding the new Main Library.

Motion # 09-1205 That Milton Public Library Board receive the report entitled "Build Canada: Intake 2 Application Success."

And further,

That staff be directed to establish a planning process for effective

and timely Library Board and Staff input, communication and feedback into the Main Library / Arts Centre project.

It was moved by Ted Bailey; seconded by Ken Jacobsen.

Carried

5.2 Beaty Branch update

Leslie Fitch advised that there is visible progress on the Beaty Branch, and that in general it is moving forward in a timely way. Issues surrounding millwork are expected to be resolved soon. The decision has been made to use the Tree Cookie as an outdoor garden feature.

5.3 MPL Governance Policy and By-Law Update

Susan Mickalow reviewed the recommended changes to the Board Policies and By-laws. Changes included use of e-mail and teleconferencing; a scent free workplace; and privacy of patron borrowing.

Motion # 09-1206 That Milton Public Library Board approve the proposed addition to the Milton Public Library Governance Policy,

And further,

That the Milton Public Library Board approve the proposed additions and revisions to Board By-Laws.

It was moved by Councilor Mowbray; seconded by Shannon White.

Carried

5.4 Library Board Self-Evaluation

Susan Mickalow reviewed the report, and amendments to the process were outlined by the Board, including a numerical ranking system.

Motion # 09-1207 That Milton Public Library Board receive the report entitled "Library Board Self-Evaluation

And further,

That the Personnel Committee identify questions for discussion at the October 2009 Board meeting

And further,

That Milton Public Library Board confirm the annual timetable for a Self-Evaluation.

It was moved by Shannon White; seconded by Ted Bailey.

Carried

**5.5 Boyne Survey (in-camera)
In Camera Session**

It was moved by Ted Bailey; seconded by Ron Banyai to move In Camera at 8:55 p.m.
Carried

It was moved by Patricia Wilcox; seconded by Ken Jacobsen to move Out of Camera
at 9:12 p.m. **Carried.**

**Motion # 09-1208 That Milton Public Library Board receive the report entitled
“Boyne Secondary Plan: Branch Library Site considerations” for
its information,**

And further,

**That the Board consider and provide feedback on the (very early)
discussions regarding co-location and siting options for the
Branch.**

And further,

**That senior Planning staff be invited to attend an upcoming
meeting of the Library Board to discuss Boyne related issues in
more detail.**

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

5.6 Capital Budget 2010 Prioritization

Susan Mickalow reviewed with the Board the capital projects which were then rated.

**Motion #09-1209 That Milton Public Library Board approve the Draft 2010
Capital Budget and rank the projects contained within the draft
as follows:**

A1 - Growth related funds

A2 - Automation replacement

A3 - Automated notification system

It was moved by Ted Bailey; seconded by Patricia Wilcox.
Carried

5.7 Children’s Area Flood June 15, 2009

The Library Board toured the Childrens’ Area prior to the meeting. Fitch outlined the
process to date, and noted that a detailed report regarding the flood and its recovery will be

brought forward to the September meeting of the Library Board.

5.8 Library and Transit Partnership Read and Ride Launch

Susan Mickalow provided information regarding the launch of the joint program “Read and Ride” with the Town of Milton. The program will allow children aged between 6 and 14 to use the Town’s Transit system for free over the summer, as long as the child has a Milton Public Library card with a special sticker.

5.9 Hydro Energy Usage Comparison

Leslie Fitch reviewed the report showing the saving to Milton Public Library as a result of having the fluorescent lights changed from T12's to T8's, along with other (more modest) energy savings steps.

6. Next Meeting Date

The next meeting of the Milton Public Library Board will be Wednesday, September 9 at 7:30 p.m. There may be special meeting called during the summer.

The meeting adjourned at 9:27 p.m.

Signed: _____
Stuart Charles, Chair
Milton Public Library Board

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

Date: _____