

**Milton Public Library**

**Board Meeting Minutes**

**May 20, 2009**

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

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

**Guest:** Linda Leeds, Director, Corporate Services and Treasurer  
Councillor Colin Best

**Regrets:** Myra Gibbs

The Chair called the meeting to order at 7:35 p.m.

**1. Approval of Agenda**

The agenda was approved as circulated.

**It was moved by Ted Bailey; seconded by Councillor Mowbray.  
Carried**

**2. Declaration of Interest**

None declared.

**3. Development Charges Update**

Linda Leeds, Director of Corporate Services and Treasurer for the Town of Milton, provided an update to the Development Charges process ongoing within the Town of Milton. The presentation included what is permissible for municipalities to collect under the act. Leeds reviewed the background study and disseminated information relevant to the Library. The Chair, Stuart Charles, thanked Ms Leeds for her informative presentation.

**4. Consent Agenda**

<b>TIME</b>	<b>AGENDA ITEM</b>	<b>PERSON RESPONSIBLE</b>
3.1.	Approval of the Minutes of April 15, 2009	All
3.2.	Correspondence	All
3.3.	Accounts (Operating and Capital) for April 2009	All
3.4.	Staff Reports	
	(i) Quarterly Library usage statistics	Fitch
	(ii) HST and other preliminary 2010 Budget Considerations	Fitch
	(iii) Homebound Partnership: Pilot Project	Southern
	(iv) 2009 Biz2Biz Trade Show	Southern
	(v) Battery Pick up Partnership	Mickalow

**Motion # 09-1200 That Milton Public Library Board approve the Consent Agenda for May 20, 2009.**

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

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**5. Reports**

**5.1 CEO**

Fitch highlighted the quarterly statistical reports; the North Halton Literacy Fund-raiser; Information Services activities; the partnership with the Halton Multicultural Council; the automation related hosting fee from the Town of Oakville for the HALINET and Horizon servers (to begin in 2010); and the continuing heavy levels of library use.

**5.2 Councillor**

Councillor Mowbray reported that Council approved the submission of an Offer to Purchase surplus Halton District School Board property adjacent to the John Tonelli Sports Centre, and also that the Town of Milton signage by-law is being updated.

**5.3 Budget**

**Monthly Financial Reports**

Ken Jacobsen reviewed the budget, and complimented staff on the further refinement of the monthly financial report form.

**5.4 Personnel**

**CEO Evaluation**

**In Camera Session**

**It was moved by Ron Banyai; seconded by Patricia Wilcox to move In Camera at 8:53 p.m. Carried**

**It was moved by Ted Bailey; seconded by Shannon White to move Out of Camera at 8:36 p.m. Carried.**

**5.5 SOLS**

Ron Banyai reported on the April 18<sup>th</sup> SOLS meeting in Port Colborne, noting that in many areas where there is not a lot of growth, the libraries report that budgets are considered to be adequate; the Niagara-on-the-Lake library has a strong commitment to preservation of local history documents; and the Cambridge issue regarding filtering. The next meeting will be at the Cambridge Public Library, Hespeler Branch in mid-November.

**6. New Business**

**6.1 Development Charges Update**

Fitch reminded the Board that comments regarding changes to the Development Charge by-law are welcome until May 29th.

**6.2 Build Canada Intake Two Application**

Fitch advised the Board that notification should be received before the end of June regarding the application for Intake Two of the Build Canada funding. In order to meet the tight deadline the grant program requires, the project will need to use a Design/Build approach. More information regarding this process will be brought to the June meeting of the Board. The Board questioned the environmental suitability of the land and Fitch noted that a preliminary review suggested that there should not be environmental issues with the property in question.

**6.3 Beaty Branch Update**

Fitch reviewed the report, noting that the shelving tender has been issued and that the furniture tender will follow shortly.

**6.4 Rural Library Pilot Project Evaluation**

Mickalow provided a review of the project and recommended that it be continued, and following some animated discussion by the Board, the following (amended) motion was approved:

**Motion # 09-1201 That Milton Public Library Board receive the report entitled “Rural Library Pilot Project Evaluation ”**

**And further**

**That Milton Public Library Board endorse implementing a Rural Library Service based on the pilot and reassess the programme in one year.**

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

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**6.5 SOLS Grant Recommendation**

Fitch provided the Board with a recommended list of projects vis-a-vis the \$19,342 grant to be distributed by SOLS. The Board approved the projects, noting they met previously identified needs as outlined in the Library Master Plan.

1. to establish wireless laptop lounge (\$ 5,000);
2. to renew and refresh the adult New Reader & ESL collections, and to begin the first phase of a multi-phased international (or multicultural) collection (\$ 7,500);
3. to speed the transition from VHS to DVD (\$ 3,842);
4. to cover the training requirements for AODA Customer Service Standard Training, and to provide some hardware enhancements (\$ 3,000).

**Motion # 09-1202 That Milton Public Library Board receive the report entitled “\$15 million grant to public libraries – Recommendation” for its consideration.**

**And Further,**

**That the Milton Public Board approve the project ideas contained therein,**

**And Further,**

**That thanks are extended to the Minister and other appropriate officials regarding the receipt and uses to which the grant monies will be put.**

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

**6.6 2008 Library Audit**  
The report was received as submitted.

**Motion # 09-1203 That Milton Public Library Board review and accept the 2008 Financial Audit as presented.**

**It was moved by Councillor Mowbray; seconded by Ted Bailey.  
Carried**

**7. Next Meeting Date**  
The next meeting of the Milton Public Library Board will be Wednesday, June 17, 2009 at 7:30 p.m.

The meeting adjourned at 10:04 p.m.

Signed: \_\_\_\_\_  
Stuart Charles, Chair  
Milton Public Library Board

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

Date: \_\_\_\_\_