

**Milton Public Library**

**Board Meeting Minutes**

**October 21, 2009**

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

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

**Guest:** Bill Mann, Director, Planning and Development, Town of Milton

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

**1. Approval of Agenda**

The agenda was approved as amended, 6.7 Milton Book Festival for Children

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

**2. Declaration of Interest**

None declared.

**3. Boyne Secondary Survey**

Bill Mann, Director, Planning and Development, Town of Milton spoke on the growth of Milton. He touched on the density guidelines and planned growth including possible Library locations for the future.

**4. Consent Agenda**

<b>TIME</b>	<b>AGENDA ITEM</b>	<b>PERSON RESPONSIBLE</b>
4.1.	Approval of the Minutes of September 9, 2009	All
4.2.	Correspondence	All
4.3.	Accounts (Operating and Capital) for September 2009	All
4.4.	Staff Reports	
	(i) Second and third quarter statistics analysis	Southern
	(ii) Wilfrid Laurier Lecture Series	Fitch
	(iii) Beaty Branch Staff Training Update	Norris / Southern
	(iv) Library Expansion Concern(s)	Fitch
	(v) Symposium Forum Summary	Fitch / Southern

**Motion # 09- 1218 That Milton Public Library Board approve the Consent Agenda for October 21, 2009.**

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

**5. Reports**

**5.1 CEO**

Leslie Fitch reviewed the report, highlighting the new staff for Beaty Branch.

**5.2 Councillor**

Councillor Schau reported on the Town Hall Expansion and the sale of the 9<sup>th</sup> Line Corridor to Mississauga.

**5.3 Budget**

**Monthly Financial Reports**

Ken Jacobson reviewed the Financial Report. The budget lines are within range for the time of year.

**2009 Year End Projection**

Leslie Fitch reviewed the year end forecast. Approximately \$30,000 is the amount needed for surplus in 2009 to go forward into 2010, and this projection is on track (outside the Beaty related under-expenditures).

**Motion # 09- 1219 That Milton Public Library Board approve re-allocating the Beaty Budget surplus amount from 2009 (outside the approved budgeted surplus amount) to the Library's 2010 Operating Budget, to offset the annualized costs for the Beaty Branch.**

**And further**

**That the concerns of the Board regarding any potential negative impact of this decision on the Library's 2011 budget process be communicated to the Treasurer for her written response.**

**It was moved by Shannon White; seconded by Patricia Wilcox  
Carried**

---

**10 Year Capital Forecast**

Leslie Fitch advised the Board that the town of Milton is implementing a new Operating / Capital Budget process. Fitch is working with Linda Leeds, Treasurer, Town of Milton to clarify what this new process will mean for MPL.

**Motion # 09-1220 That Milton Public Library Board direct staff to work with Corporate Services staff regarding the development of more details re: the proposed new Capital Budget funding process, and the disposition of the existing Library Reserve and report back to the Board at the November meeting;**

**And further,**

**That the Treasurer be invited to attend the November meeting of the Library Board to discuss the new process.**

**It was moved by Ken Jacobsen; seconded by Ted Bailey  
Carried**

---

**2010 Operating Budget update**

No update for the Board regarding the 2010 Budget process was available, since meetings between Fitch and Corporate Services staff had not yet taken place. Fitch will advise the Board when further information is known, and noted it may be necessary to call an emergency Board meeting, pending the outcome of the budget meetings at Town.

**5.4 Personnel**

There were no items.

**5.5 SOLS**

Ron Banyai advised that the SOLS meeting is November 28th. Councillor Mowbray and possibly Ken Jacobsen will be able to attend the meeting. The Spring meeting will be held at the Mississauga Main Library. It was suggested that the next meeting could be held at the Beaty Branch.

**6. New Business**

**6.1 Beaty Branch Update**

Leslie Fitch advised that paving, shelving, signage and the arrival of the books will take place in the near future. The Board will tour the Branch, at a date to be determined at the Board's convenience.

**6.2 Arts and Entertainment Cultural Centre / Main Library update**

The information regarding the Arts and Cultural Centre / Main Library was reviewed by Leslie Fitch and Councillor Schau. The RFP will be going out shortly with interviews taking place in late November or early December.

**6.3 2010 Workplan Report and Workplan**

Susan Mickalow reviewed the plan with the Board.

**6.4 Board Self-Evaluation follow up from June meeting**

This item was deferred to the November Board meeting.

**6.5 VHS Collection Update**

Melanie Southern advised the Board that the VHS Collection had been removed from the collection.

**Motion # 09-1221 That Milton Public Library Board retroactively approve the actions outlined in the report “VHS Collection Update”.**

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

---

**6.6 Seasonal Newsletter Project**

Melanie Southern and Myra Gibbs reviewed the work that has taken place in order to produce a quarterly newsletter for the Library. Darren Cooper, Town of Milton, Coordinator, Accessibility and Special Needs will be consulted regarding further production of this publication.

**Motion # 09-1222 That Milton Public Library Board approve the recommendations outlined in the report “Newsletter project” as amended.**

**It was moved by Shannon White ; seconded by Ted Bailey  
Carried**

---

**6.7 Milton Book Festival for Children**

The upcoming book festival for Children was discussed. Shannon White, Ken Jacobson and Lyndsay Koivisto volunteered to assist at the event.

**7. Next Meeting Date**

The next meeting of the Milton Public Library Board will be Wednesday, November 18, at 7:30 p.m.

The meeting adjourned at 10:15 p.m.

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

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

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