

Milton Public Library

Board Meeting Minutes

September 9, 2009

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

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

Regrets: Ted Bailey, Melanie Southern

Absent: Lyndsay Koivisto

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

1. Approval of Agenda

The agenda was approved as amended, with the additions of: New Business - 5.10 Invitation from Town of Milton regarding the Official Opening of the new Town Hall and 5.11 Doors Open 2010.

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

2. Declaration of Interest

None declared.

3. Consent Agenda

TIME	AGENDA ITEM	PERSON RESPONSIBLE
3.1.	Approval of the Minutes of June 17, 2009	All
3.2.	Correspondence	All
3.3.	Accounts (Operating and Capital) for June, July, August, 2009	All
3.4.	Staff Reports	
	(i) CLA Summary	Fitch
	(ii) E-wareness Month	Mickalow
	(iii) Read and Ride Project Summary	Mickalow
	(iv) Children's Library Flood Final Report	Fitch
	(v) Summer Reading Program Summary	Southern
	(vi) Second quarter statistics review (deferred to October)	Southern
	(vii) 2010 Pre-Budget Consultation	Fitch
	(viii) Betty Blogger Project Summary	Southern
	(ix) Terraced Garden Project Completion	Fitch / Gibbs
	(x) "Laurier in Milton Lecture Series"	Fitch
	(xi) 2010 Operating & Capital Budget Schedule	Mickalow

Motion # 09-1210 That Milton Public Library Board approve the Consent Agenda for September 9, 2009.

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

4. Reports

4.1 CEO

Fitch highlighted the conclusion of flood-related recoveries; the updated format for the Goals and Objectives; the update to the Board by-law and governance; Board self-evaluation; Read and Ride; Arts and Entertainment; Boyne Survey; Wilfrid Laurier Lecture Series; Beaty Branch hiring; OLA; children's summer programs; and Chubb.

4.2 Councillor

Councillor Schau reported on the Town of Milton Operating Budget parameters (2 - 4.5%); snow removal for seniors and bike lanes on Bronte Street.

4.3 Budget

Monthly Financial Reports

Ken Jacobsen reviewed the budget and highlighted the processing budget.

2009 Year End Projection

Ken Jacobsen reviewed the Year End Projection, with assistance from Fitch. It is projected that the target amount for the required surplus will be reached (outside the under-expenditure of the Beaty-related items). Areas highlighted were: insurance; professional fees; pay equity grant; plumbing; processing; shipping and revenues.

2010 Operating Budget

In Camera Session

It was moved by Patricia Wilcox; seconded by Councillor Mowbray to move In Camera at 8:30 p.m. Carried

It was moved by Ron Banyai; seconded by Patricia Wilcox to move Out of Camera at 9:20 p.m. Carried.

Motion # 09-1211 That the Milton Public Library Board review the Draft Operating Budgets as outlined in the report entitled "2010 Draft Operating Budget",

And further,

That the Board approve the preferred Budget in principle: the status quo and Monday hours not to exceed an increase of 14.5%.

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

2010 Draft Capital Budget

Susan Mickalow reviewed the 2010 Draft Capital Budget Update. The two Capital projects, which were reported to the Board in June, are Automation Replacement and Notification System. The 10 Year Capital Forecast will be circulated to the October meeting of the Board.

2011 Draft Main Library Operating Budget

Leslie Fitch reviewed the report which was prepared using a number of planning documents. The budget is for forecasting purposes only.

Motion # 09-1212 That Milton Public Library review the report entitled “2011 Draft Main Library Operating Budget Report”

and further,

That the Board approve in principle the budget forecasting suggested by the figures outlined 2011 Draft Main Library Operating Budget document.

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

4.4 Personnel

Ron Banyai advised that he and Stuart Charles have reviewed the CEO Evaluation with Leslie Fitch.

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 Beaty Branch Update

Leslie Fitch reviewed the report and advised that the work is on schedule, and Ontario Public Library Week may be possible for the soft opening of Beaty.

5.2 2010 Draft Goals and Objectives

The Goals and Objectives were presented in a new format. The items were reviewed and the Board approved of the new format. The Workplan will be presented at the October Board meeting.

Motion # 09-1213 That Milton Public Library Board review, amend as necessary,

and approve the 2010 Draft Goals and Objectives.

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

5.3 Beaty Official Launch Recommendations

Melanie Southern and Leslie Fitch spoke on the suggested events planned for the Soft and Official Opening of the Beaty Branch. It is hoped the branch will open during Ontario Public Library Week with the Official Opening November 30th or December 4th. Either a late afternoon or early evening event will be planned for the Official Opening event.

5.4 Main Library Project Update and Building Program

Susan Mickalow and Leslie Fitch presented the New Main Library Building Program. The information contained in the report was discussed.

Sessions regarding the Arts and Entertainment Centre and Central Library Project are scheduled for Monday, September 14. They will be followed by a Public Information Session.

Motion # 09-1214 That Milton Public Library Board receive the report entitled “Main Library Project Update and Draft Building Program”,

And further,

That the Board provide feedback to the Draft Building Program,

And further,

That the Board approve the direction suggested by the Draft Building Program,

And further,

That the Board advise staff of their availability to attend the Public Open House, tentatively scheduled for Monday, September 14, 2009.

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

5.5 Beaty Branch: patron concerns re: hours of operation

Leslie Fitch reviewed the concern expressed by the patron received in the summer. The Board noted that when the budget permits, an increase in open hours for both the Main Library and Beaty Branch is necessary.

Motion # 09-1215 That Milton Public Library Board receive the report entitled “Patron concern regarding the Beaty Branch Hours of Operation”

And further

Direct staff to further communicate with the patron following the outcome of the discussion at the Board meeting.

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

5.6 Ontario Public Library Week Celebrations

Melanie Southern reviewed the events planned for Ontario Public Library Week.

5.7 Library usage / Staff FTE comparative analysis

Sherry Norris highlighted the statistics which were included in the report. The Board recommended that this figures be used by Fitch in graphical form in Budget discussions at Town.

5.8 Library Governance Update Recommendation

Susan Mickalow reviewed the changes recommended by the Town of Milton for Terms of Reference for Local Boards and Committees.

Motion # 09-1216 That Milton Public Library Board receive the report entitled “Library Governance Update Recommendation”

And further

That Milton Public Library Board approve the recommended additions to the Milton Public Library Governance Policy

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

5.9 Minister of Culture / Ontario Public Library Week

Leslie Fitch reported that Beaty Branch is one of two launches the Minister of Culture may attend during Ontario Public Library Week. If the deadline for opening the branch cannot be met, Milton’s location will be withdrawn, with regret.

Motion # 09-1217 That Milton Public Library Board approve the report entitled “Minister of Culture / Ontario Public Library Week”.

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

5.10 Town of Milton Official Opening

Leslie Fitch brought to the Board's attention the Town's Invitation to attend the Official Opening of the Town Hall on October 29th.

5.11 Doors Open 2010

Councillor Mowbray is a member of the committee for Doors Open, Milton, and invited a member of the Library staff to join the Committee for next year's planning cycle. Staff will respond to Councillor Mowbray's request.

6. Next Meeting Date

The next meeting of the Milton Public Library Board will be Wednesday, October 21, at 7:30 p.m.

The meeting adjourned at 10:12 p.m.

Signed: _____
Stuart Charles, Chair
Milton Public Library Board

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

Date: _____