

Regular Meeting of the Milton Public Library Board
Wednesday, 19th January 2022 at 7:00 pm
Via Zoom online conferencing

Mission Statement

The Milton Public Library empowers the community to Read. Learn. Create. Connect.

Minutes

Members: Sarah Marshall (Chair), Omer Amin, Margaret Warmels, Councillor Sameera Ali,
Councillor Kristina Tesser Derksen

Regrets: Matthew Fabian

Staff: Mark Williams, Carly Anderson, Vito Montesano, Cyndi Duncan (Recorder)

Sarah Marshall (Chair) called the meeting to order at 7:02 p.m.

1. Approval of Agenda

That the Milton Public Library Board approve the Agenda of 19th January 2022 as amended

Moved by Councillor Kristina Tesser Derksen, Seconded by Margaret Warmels, Carried

2. Declaration of Interest: None declared.

3. Closed Session for Confidential Items

It was Moved by Councillor Kristina Tesser Derksen, Seconded by Councillor Sameera Ali, to move into the Confidential Session at 7:04pm. Carried

It was Moved by Councillor Sameera Ali, Seconded by Councillor Kristina Tesser Derksen, to move out of the Confidential Session at 7:33 pm. Carried

4. Consent Agenda

4.1 Approval of the Minutes of 17th November, 2021

4.2 Correspondence

4.3 Accounts (Operating & Capital) for November & December 2021

4.4 Staff Reports

- i. Branch Profile Updates
- ii. Q4 and Year End Patron Feedback Summary
- iii. New Patron Registrations
- iv. Q4 Departmental Quarterly Report

Motion #22-1813

That the Milton Public Library Board approve the Consent Agenda for January, 2022

Moved by Councillor Kristina Tesser Derksen, Seconded by Omer Amin, Carried

5. Information Items

5.1 2022 Budget Confirmation

Williams confirmed the 2022 Operating and Capital Budgets were approved by Town of Milton Council. The 2022 Operating Budget of \$5,308,485 represents a 5.33% increase over the 2021 Operating Budget. The Capital Budget of \$1,121,600 covers the annual replacement costs for the collection, automation and furniture. An additional \$570,130 was approved for the costs related to the design and planning for the expansion to the Main Library.

5.2 2021 Year End Projection: December

Williams presented the 2021 Year-End projection for December. It is currently showing a surplus of approximately \$14,000 over the three branches. However, further to recent discussions with Finance at Town of Milton, this will change and result in a larger surplus.

5.3 Main Library Expansion

Williams presented the Board with an update on the expansion plans for Main Library. Design plans will be undertaken in 2022 and final costs for the build will be presented for 2023.

5.4 2022 Holiday Closures

Williams presented the statutory holidays and planned library closures for 2022.

5.2 Intellectual Freedom Panel OLA 2022 Super Conference

Williams has been asked to sit on a panel on Intellectual Freedom at the 2022 Super Conference with a School Librarian and an Academic Librarian to discuss challenges to each kind of library. The panel will be hosted by Jim Turk of the Centre for Free Expression.

6. Decision Items

6.1 Procedural By-Law

Williams presented the Procedural By-Law as part of the policy review cycle. There have been a number of updates and amendments to provincial acts, which have triggered changes to the bylaw, since the last approval of the bylaw.

Motion #22-1814

That the Milton Public Library Board approve the Procedural By-Law

Moved by Councillor Kristina Tesser Derksen, Seconded by Margaret Warmels, Carried

6.2 Health & Safety Policy

Montesano presented the Health & Safety policy as part of the policy review cycle. Staff are recommending an addition to the policy to highlight MPL's commitment to the Health and Safety of all MPL staff.

Motion #22-1815

That the Milton Public Library Board approve the Health & Safety Policy

Moved by *Councillor Sameera Ali*, **Seconded by** *Margaret Warmels*, **Carried**

6.3 Respect in the Workplace Policy

Montesano presented the Respect in the Workplace policy as part of the policy review cycle. This policy was reviewed by Diversipro through a lens of Inclusion, Diversity, Equity and Anti-Racism. Changes are being made to the policy to reflect their suggestions.

Motion #22-1816

That the Milton Public Library Board approve the Respect in the Workplace Policy

Moved by *Omer Amin*, **Seconded by** *Councillor Kristina Tesser Derksen*, **Carried**

6.4 Clothing and Safety Equipment Policy

Montesano presented the Clothing and Safety Equipment policy as part of the review cycle. One change is being made under the Occupational Health & Safety section.

Motion #22-1817

That the Milton Public Library Board approve the Clothing and Safety Equipment Policy

Moved by *Margaret Warmels*, **Seconded by** *Omer Amin*, **Carried**

6.5 Website Update Additional Budget Increase Request

Williams presented the report outlining the additional costs as supplied by RC Design. These funds are needed to complete the new website design to MPL's specifications.

Motion #22-1818

That the Milton Public Library Board approve the Website Update Additional Funds Increase Request

Moved by *Margaret Warmels*, **Seconded by** *Councillor Kristina Tesser Derksen*, **Carried**

7. Reports and Updates

7.1 Chief Librarian's Monthly Report

Williams highlighted some key activities from November and December 2021:

- Kapoor and Williams spoke to Edmonton Public Library with respect to Library Futures
- Williams hosted the MPL Podcast "Beyond the Stacks" for the first time with guests from PFLAG Halton
- Williams participated in another panel on Intellectual Freedom as part of the PLL course
- Many meetings were held with Finance to ensure the MPL budgets for 2022 would be approved
- Further refinement was made to the Staffing Model, enabling the creation of two Collections Librarians within current budget and ensuring all selection decisions for MPL will be made in-house
- A new Manager, Public Service has been chosen: Erin Auger, Deputy Director from Timmons Public Library will commence her employment with MPL in February
- The new Deputy Chief Librarian, Carly Anderson, has been achieving great success and is a wonderful asset to MPL
- The Senior Manager, HR is the project lead for MPL in the ULC program of Edge 360; MPL has been asked to provide feedback on equity and diversity
- Williams has been asked sit on a ULC Working Group on Democracy & Information
- Virtual programming continues to be strong, including Terry Fallis, a Greek cooking programme and lots of kids programmes
- Dianne Miller, aka Mrs. Claus, hosted 24 Christmas virtual storytimes which were released everyday in until December 24th.

7.2 Council Update

Councillor Kristina Tesser Derksen reported on Town Council activities for November and December 2021.

7.3 OLA Super Conference Board Attendance

Williams reminded the Board that the 2022 OLA Super Conference is again being presented virtually, and MPL has purchased a group rate which allows all Board members to attend. Board members are encouraged to look at the agenda and to register as soon as possible.

7.4 HR Committee: no update

7.5 Board Advocacy Committee: no update

8. Other Business:

8.1 Board Chair, Sarah Marshall announced that the HCDSB has agreed to fly the pride flag in June.

8.2 Williams reminded the Board of the Lawrence Hill programme on February 10th. This is being presented in concert with the Canadian Caribbean Association Halton and the HCDSB.

9. Member Announcements: None

10. Next Meeting Date:

The next meeting will be held on Wednesday, 23rd March, 2022 at 7:00 pm.

11. Adjournment:

Sarah Marshall moved to adjourn the meeting at 8:31 pm. – carried.

Signed: _____

Sarah Marshall, Chair
Milton Public Library Board

Signed: _____

Mark Williams, Chief Librarian
Milton Public Library Board