

**Regular Meeting of the Milton Public Library Board**  
Wednesday, December 13, 2017  
Main Library Boardroom, 7:00 p.m.

**Mission Statement**

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

**MINUTES**

**MEMBERS:** Brad Boehmer (Chair), Daniel Cloutier, Sarah Marshall, Councillor Zeeshan Hamid, Matthew Fabian, Margaret Warmels, Councillor Rick Malboeuf

**REGRETS:** Councillor Rob Duvall, Omer Amin

**STAFF:** Leslie Fitch, Mark Williams, Chris Jasztrab, Brenda deBruyne (Recorder)

Brad Boehmer (Chair) called the meeting to order at **7:05** p.m.

**1. Approval of Agenda:** No changes to the Agenda.

**That the Milton Public Library Board approve the December 13, 2017 Agenda.**

**Moved by *Matthew Fabian*, Seconded by *Councillor Rick Malboeuf*. Carried**

**2. Declaration of Interest:** None declared.

**3. Closed Session for Confidential Items: CEO Evaluation; CEO Succession Planning**  
All staff were excused from the *CEO Evaluation* at 7:07 p.m.; Fitch attended the *CEO Succession Planning* at 7:34 p.m.; staff returned at 7:55 p.m.

**It was Moved by *Sarah Marshall*, Seconded by *Margaret Warmels* to move into the Confidential Session at 7:07 p.m. Carried**

**It was Moved by *Matthew Fabian*, Seconded by *Sarah Marshall* to move out of the Confidential Session at 7:55 p.m. Carried**

**4. Consent Agenda:**

**4.1 Approval of the Minutes of November 15, 2017; Approval of the Confidential Minutes of November 15, 2017 – Negotiations update**

**4.2 Correspondence:** follow up thank you letter from Leslie Fitch to Indira Naidoo-Harris MPP regarding the crucial role of libraries.

**4.3 Accounts (Operating and Capital) for November 2017**

**4.4 Staff Reports**

**i. Branch Profile Updates (Main, Beaty, Sherwood)**

The profile reports were reviewed and grammatical changes will be made to the document.

- ii. **Additional Revenue Sources: 2017 Summary**
- iii. **Friends of MPL Update – December Update**

**Motion #17-1624**

**That the Milton Public Library Board approve the Consent Agenda for December 13, 2017.**

**Moved by Sarah Marshall, Seconded by Councillor Zeeshan Hamid. Carried**

**5. Information Items:**

**5.1 2017 Annual Report Update**

Fitch presented the draft to the Board. The final version will be printed in January.

**5.2 2018 Operating and Capital Budget (verbal update)**

Fitch noted that the 2018 Operating and Capital Budgets were approved at Council with no reductions requested of MPL.

**5.3 CEO Retirement: Official Notification**

The Board accepted the official letter of resignation from Leslie Fitch, CEO/Chief Librarian. The Press Release will be issued on December 14, 2017, along with a message to staff from the Board Chair, and to interested members of the community.

**5.4 2014 Board Legacy Document**

It was agreed that the 2014 Board Legacy Document will be used by the Board as a starting point for a current legacy document for the 2018 election process. The work will begin in early 2018.

**6. Decision Items:**

**6.1 2018 Library Board Report and Activity Schedule Recommendation**

Fitch reviewed the report, and the Board approved it with minor adjustments to move the initiation of the Board Legacy document process to January 2018, and to correct a date.

**Motion #17-1625**

**That Milton Public Library Board receives the report entitled “2018 Library Board Report and Activity Schedule Recommendation” for its approval,**

**And further,**

**That the Board provide any amendments or additions to the Schedule as required.**

**Moved by Sarah Marshall, Seconded by Councillor Rick Malboeuf. Carried**

**6.2 2017 Goals and Objectives/Work Plan Achievement Summary**

Fitch outlined for the Board the achievement of the 2017 Work Plan, and Goals and Objectives. The Board accepted the report as presented.

**6.3 2017 Board Work Plan Achievement Summary**

Fitch highlighted the report, which was approved by the Board.

**6.4 Draft 2017 Annual Report Council Presentation and speaking notes**

Fitch reviewed the draft Council Presentation PowerPoint and speaking notes with the Library Board. No changes were recommended by the Board at the meeting.

**Motion #17-1626**

**That the Milton Public Library Board approves the Draft 2017 Annual Report presentation and power point for Council in principle.**

**Moved by Daniel Cloutier, Seconded by Councillor Zeeshan Hamid. Carried**

**6.5 2017 Year End surplus Recommendation**

The 2017 Year End surplus recommendation report was reviewed by Fitch, and approved by the Board as presented.

**Motion #17-1627**

**That Milton Public Library Board receive the report entitled “2017 Year End Surplus Recommendation”**

**And further,**

**That the surplus figure for the 2018 budget be confirmed at \$44,000 for Main, and \$7,260 for Beaty Branch, with the remainder to go to the Library Tax Rate Stabilization Reserve.**

**Moved by Margaret Warmels, Seconded by Sarah Marshall. Carried**

**6.6 RFID Equipment Upgrade Lease Opportunity**

Jasztrab provided the Board with an overview of the opportunity presented verbally to Milton Public Library by Bibliotheca (MPL’s RFID vendor) in very early December. Staff will work to confirm the Lease details upon approval in principle by the Board.

**Motion #17-1628**

**That Milton Public Library Board receives the report entitled “RFID Equipment Replacement” for its information,**

**And Further,**

**That the Board approves the equipment upgrade leasing proposal in principle.**

**Moved by *Matthew Fabian*, Seconded by *Daniel Cloutier*. Carried**

**7. Reports and Updates:**

**7.1 CEO Monthly Report**

Fitch presented her report to the Board. There were no questions this month.

**7.2 Council Update**

Councillor Zeeshan Hamid reported that Council passed the 2018 Operating and Capital Budgets. He also highlighted the construction of the new fire station, and phasing in of new firefighters.

**7.3 YE projection**

Fitch reviewed the 2017 Year End Projection and stated that there are no significant deviations from the surplus amount reported in November.

**7.4 HR Committee: No Report – discussion in the confidential session**

**7.5 Board Education: MPL Board Legacy Document 2018**

It was agreed that the Board will undertake the completion of an updated MPL Board Legacy Document in 2018 as the Board Education direction for the year. The process will be initiated in January.

**7.6 Board Advocacy Committee: Presentation**

Matthew Fabian delivered a PowerPoint presentation to the Board highlighting one of the potential various audiences for which a PowerPoint option exists. The next step for the Committee will be to set up meetings with targeted groups, including newly elected Council. He thanked Board and staff members for their work on this presentation. As the project has matured, it is evident that the work can be co-ordinated with The Friends of MPL in order to maximize the efforts of both groups.

**7.7 SOLS Trustee Council: No Report**

**8. Other Business:** No other business was put forward.

**9. Member Announcements**

Fitch reminded the Board of the New Year's Eve Bell-Ringing at Victoria Park, and of the Mayor and Councillors' New Year's Day Levee from 1:00 p.m. to 3:00 p.m. at Milton Town Hall. Brad Boehmer wished everyone a safe and Happy Christmas Holiday.

**10. Next meeting date:** January 17, 2018.

**11. Adjournment:** Brad Boehmer adjourned the meeting at **8:47** p.m.

**Signed:** \_\_\_\_\_  
Brad Boehmer, Chair  
Milton Public Library Board

**Signed:** \_\_\_\_\_  
Leslie Fitch, Chief Librarian/CEO  
Milton Public Library Board

*\* The Approved Confidential Minutes of November 15, 2017 "Negotiations Update" is located in the locked filing cabinet in MPL's administrative office.*

APPROVED: January 17, 2018

DATED: January 17, 2018