

Regular Meeting of the Milton Public Library Board
Wednesday, November 15, 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, Omer Amin, Sarah Marshall, Councillor Zeeshan Hamid, Councillor Rob Duvall, Matthew Fabian, Margaret Warmels, Councillor Rick Malboeuf

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

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

1. Approval of Agenda: No changes were made to the Agenda.

That the Milton Public Library Board approve the November 15, 2017 Agenda.

Moved by Councillor Rob Duvall, Seconded by Sarah Marshall. Carried

2. Declaration of Interest: None declared.

Matthew Fabian arrived at the meeting at 7:11 pm.

3. Closed Session for Confidential Items: Negotiations Update; 2017 CEO Evaluation Process Initiation

All staff were excused from the *CEO Evaluation Process Initiation* portion of the meeting at 7:14 pm. and returned at 7:24 pm.

It was Moved by Sarah Marshall, Seconded by Councillor Rob Duvall to move into the Confidential Session at 7:07 pm. Carried

It was Moved by Sarah Marshall, Seconded by Margaret Warmels to move out of the Confidential Session at 7:24 pm. Carried

4. Consent Agenda:

4.1 Approval of the Minutes of October 18, 2017

4.2 Correspondence: No correspondence

4.3 Accounts (Operating and Capital) for October 2017

4.4 Staff Reports

i. 2017 Celebrating Stories Summary

A review of the festival will take place in 2018.

- ii. **Ontario Public Library Week Summary**
- iii. **E-wareness Month Summary**
- iv. **Maggie Stiefvater Teen Event Summary**
- v. **MPL Budget Document Details**
- vi. **Friends of MPL – November Update**
- vii. **MPL Server Funding Request to Council Update**

The approval at Council will take place on November 27, 2017.

Motion #17-1619

That the Milton Public Library Board approve the Consent Agenda for November 15, 2017.

Moved by *Matthew Fabian*, Seconded by *Sarah Marshall*. Carried

5. Information Items:

5.1 Winter Newsletter (to be distributed at meeting)

The Board received a copy of MPL's Winter Newsletter.

6. Decision Items

6.1 2017 Draft Annual Report Recommendation

Fitch advised that some changes are still to be made to this draft. The near final version will be brought forward at the December meeting for approval. The Annual Report PowerPoint and speaking notes will also be brought forward at the December meeting.

Motion #17-1620

That Milton Public Library receives the report entitled "2017 Draft Annual Report Recommendation",

And Further,

That the Board approves the format and suggested direction for content of the 2017 Annual Report in principle.

Moved by *Councillor Rob Duvall*, Seconded by *Sarah Marshall*. Carried

6.2 2018 Draft MPL Board Work Plan

The Board reviewed and approved the 2018 Board Work Plan as presented.

Motion #17-1621

That Milton Public Library Board approve the 2018 Draft MPL Board Work Plan.

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

6.3 MPL Board meeting Schedule 2018

The Board reviewed and approved the 2018 MPL Board meeting schedule as presented.

Motion #17-1622

That Milton Public Library Board approves the schedule of proposed meeting dates for 2018.

Moved by Sarah Marshall, Seconded by Councillor Rob Duvall. Carried

6.4 Board Christmas Acknowledgement

The Board approved the recommendation presented by Fitch.

Motion #17-1623

That Milton Public Library Board approves the contribution of monies from the Board Expenses budget for the staff Christmas acknowledgement in the amount of \$300.

Moved by Matthew Fabian, Seconded by Omer Amin. Carried

7. Reports and Updates:

7.1 CEO Monthly Report

Fitch advised that she will be meeting with Kristene Scott, Commissioner - Community Services regarding the Sherwood project; ILS server will be moved to MPL; MPL applied for a Senior 's Community grant; MPL's new website will be launched early January; OLA session work continues; a doctoral student will be meeting with staff concerning a potential research project; in 2018 a coaching and mentoring staff development focus will be initiated for managers and supervisors; a new partnership with ROCK (Reach Out Centre for Kids) is being developed.

7.2 Council Update

Councillor Rick Malboeuf provided an update on the Wilfrid Laurier University project; the Halton Regional Police delivered a presentation to Council; a consultant has been hired to review mid and high-rise apartment building developments; the Metrolinx announced the expansion of parking at Milton's GO station.

7.3 OLA Super Conference Board Attendance 2018

Williams provided an overview of the various OLA Super Conference sessions of interest to the Board; MPL is facilitating four workshops; Board members who wish to attend are asked to send their requests to staff.

7.4 November YE projection (to be distributed at meeting)

Fitch reviewed the report with the Board and highlighted adjustments.

7.5 2017 CEO Goals Update

Fitch provided an update on the achievements of her 2017 CEO goals.

7.6 Board Education: Future directions (discussion at meeting)

There was discussion around the development of a Board Legacy Document for 2018 similar to what was developed in 2014; library Board orientation information will also be reviewed in 2018; the Legacy Document will be circulated at an upcoming Board meeting.

7.7 Board Advocacy Committee (verbal update)

Matthew Fabian provided an update of the committee's progress and noted that there will be a presentation at the December meeting; information will be included as part of the Board package.

7.8 SOLS Trustee Council

Margaret Warmels provided the Board with an overview of the November 4th meeting that took place at Lincoln PL, including Board legacy documents; social workers hired in libraries where homelessness is an issue; unconscious bias training for staff; Halton Hills PL "WIFI To Go"; the Caledon PL has increased its circulation through "holds lockers".

8. Other Business: No other business.

9. Member Announcements

Fitch announced that the Milton Choristers will be performing on December 2nd at the First Ontario Arts Centre Milton.

10. Next meeting date: December 13, 2017

11. Adjournment: Brad Boehmer adjourned the meeting at **8:34** pm

Signed: _____
Brad Boehmer, Chair
Milton Public Library Board

Signed: _____
Leslie Fitch, Chief Librarian/CEO
Milton Public Library Board

** The Confidential Minutes are located in the locked filing cabinet in MPL's administrative office.*

DATED: December 13, 2017

APPROVED: December 13, 2017