

Regular Meeting of the Milton Public Library Board
Wednesday, 12th December, 2018
Main Library Boardroom, 7:00 p.m.

Mission Statement

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

Minutes

Members: Sarah Marshall (Chair), Brad Boehmer, Daniel Cloutier, Margaret Warmels, Omer Amin, Matthew Fabian, Councillor Zeeshan Hamid

Regrets: Councillor Rick Malboeuf, Councillor Rob Duvall

Staff: Mark Williams, Mai Lu, Vito Montesano, Cyndi Duncan (Recorder)

Sarah Marshall (Chair) called the meeting to order at **7:00** p.m.

1. Approval of Agenda:

Three additions were made to the Agenda: 8.1 Staffing Model Update; 8.2 Board Orientation Portal; 8.3 OLA SuperConference.

That the Milton Public Library Board approve the 12th December, 2018 Agenda as amended.

Moved by Margaret Warmels, Seconded by Omer Amin, Carried

2. Declaration of Interest: None declared.

3. Closed Session for Confidential Items

It was Moved by Margaret Warmels, Seconded by Daniel Cloutier to move into the Confidential Session at 7:03 pm. Carried

It was Moved by Daniel Cloutier, Seconded by Omer Amin, to move out of the Confidential Session at 8:11 pm. Carried

4. Consent Agenda:

4.1 Approval of the Minutes of 21st November 2018

4.2 Correspondence

- Ministry of Tourism, Culture and Sport
- Anna Cansick

4.3 Accounts (Operating and Capital) for November

4.4 Staff Reports

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

- Updated Branch Profiles were distributed to the Board for their information, noting that the date in the report should read “December”, the Board agreed that in future the Branch Profiles will only come forward to the Board when any changes are noted.

Motion #18-1672

That the Milton Public Library Board approve the Consent Agenda for December 12, 2018.

Moved by *Margaret Warmels*, **Seconded by** *Daniel Cloutier*, **Carried**

5. Information Items:

5.1 2018 Goals & Objectives / Work Plan Summary

The Board reviewed the 2018 Goals and Objectives / Work Plan Achievement Summary.

5.2 2018 Board Work Plan / Achievement Summary.

The Board reviewed the 2018 Board Work Plan / Achievement Summary.

5.3 2019 Library Board Report and Activity Schedule

The Board reviewed the 2019 Library Board Report and Activity Schedule.

5.4 Human Resources Policy Manual

The Board were provided with an overview of the updated Human Resources Policy Manual. The manual will be brought forward for approval at the January meeting of the Board.

6. Decision Items:

6.1 MPL Policy Review Process

The Board approved the updated policy review schedule and process.

Motion #18-1673

That the Milton Public Library Board approve the updated policy review process.

Moved by *Councillor Zeeshan Hamid*, **Seconded by** *Omer Amin*, **Carried**

6.2 2018 Year-end Surplus Recommendation

The Board approved that the total amount of the year-end surplus, expected to be \$76,748, be transferred to the Library Tax Rate Stabilisation Fund.

Motion #18-1674

That the Milton Public Library Board approve the total amount of the year-end surplus be transferred into the Library Tax Rate Stabilisation Fund.

Moved by *Councillor Zeeshan Hamid*, **Seconded by** *Matthew Fabian*, **Carried**

7. Reports and Updates:

7.1 Chief Librarian's Monthly Report

Williams highlighted a few of this month's items: Williams met with Andrew Siltala, Senior Manager, Economic Development at the Town of Milton regarding the process of updating the Town of Milton's Strategic Plan, Destiny Milton, with the primary focus being community consultation throughout 2019, in order to determine timelines for updating MPL's Master Plan; Williams and Ashley Directo met with Jody Sales, Director of Marketing and Communications re: Let's Talk Milton App in order to get an MPL tile added to the app; the Teen Short Story Contest was launched with a second year of peer judging; the Children's Services team hosted the successful "Big Nate, the Musical" event with over 350 children attending; the Community-Led Librarian recorded the first two inmates reading stories for their children – copies of the recordings and the books are being provided to the children of the inmates; MPL is continuing to work with Halton Multicultural Council and the Syrian ESL group have begun attending the ESL Conversation Circle at MPL; the second round of interviews for the Manager, Support Services will be held in early January.

7.2 Council update - verbal

Councillor Zeeshan Hamid reported that the inaugural meeting of the new Council was held on December 3rd in the First Ontario Centre for the Arts Milton. The Budget Committee met on December 10th but due to new regulations, the outgoing council cannot approve the new budget, however public delegations were heard, and the budget will be brought forward to the new council on 14th January, 2019 for approval.

7.3 YE Projection

Williams reported that a surplus of approximately \$76,748 is expected and will be transferred to the Library Tax Rate Stabilisation Fund.

7.4 HR Committee: No Report

7.5 Board Advocacy Committee: No Report

7.6 SOLS Trustee Council: No Report

8. Other Business:

8.1 Staffing Model Update

Montesano reported that the discussions and communication with staff and the Union are going well with respect to the upcoming changes as part of the new Service Delivery Model.

8.2 Board Orientation Portal

Williams reported a delay in finalising the new Board Orientation portal at Markham Public Library, our partners in the project. A draft version is expected for the January 2019 meeting of the Board.

8.3 OLA SuperConference

Williams reminded the Board that if they are interested in attending, registration requests should be submitted to Duncan by 21st December, 2018.

9. Member Announcements: None

10. Next Meeting Date:

The next meeting will be held on Wednesday, 23rd January, 2019 at 7:00 pm.

11. Adjournment:

Omer Amin moved to adjourn the meeting at **8:44** p.m; seconded by *Daniel Cloutier*
– carried.

Signed: _____
Sarah Marshall, Chair
Milton Public Library Board

Signed: _____
Mark Williams, Chief Librarian
Milton Public Library Board