

**Regular Meeting of the Milton Public Library Board**

Wednesday, January 17, 2018

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, Matthew Fabian, Margaret Warmels, Councillor Rob Duvall, Omer Amin

**REGRETS:** Councillor Rick Malboeuf, Councillor Zeeshan Hamid

**ABSENT:** Sarah Marshall

**STAFF:** Leslie Fitch, Mark Williams, Chris Jasztrab, Anne O'Sullivan, Sherri Norris, Brenda Hrynuik (Recorder)

Brad Boehmer (Chair) called the meeting to order at **7:03** p.m.

**1. Approval of Agenda:**

The (new MPL Banner) marked Item # 5.4 and (Final Draft of 2017 Annual Report) marked Item #5.5 were added to the Agenda.

**That the Milton Public Library Board approve the January 17, 2018 Agenda as amended.**

**Moved by Councillor Rob Duvall, Seconded by Daniel Cloutier. Carried**

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

**3. Closed Session for Confidential Items: CEO Evaluation**

staff excused at 7:05 p.m. and returned at 7:45 p.m.

**It was Moved by Omer Amin, Seconded by Councillor Rob Duvall to move into the Confidential Session at 7:05 p.m. Carried**

**It was Moved by Margaret Warmels, Seconded by Councillor Rob Duvall to move out of the Confidential Session at 7:45 p.m. Carried**

**4. Consent Agenda:**

**4.1 Approval of the Minutes of December 13, 2017**

**4.2 Correspondence:** thank you card from Jamianne Fournier, MPL Staff

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

#### **4.4 Staff Reports**

**i. 2017 Board Policy Manual**

**ii. 2018 Holiday Closures**

A query was posed regarding culturally sensitive holidays. Staff will follow up.

**iii. Q4 Patron Feedback Summary**

Fitch explained the rationale regarding the collection of patron personal information when applying for a library card. Williams will investigate the feasibility of a coffee machine.

**iv. 2017 Q4 Departmental Quarterly Reports**

O'Sullivan will continue to explore possible partnerships in Milton's rural areas. Jasztrab defined the type of statistical information that MPL collects on patron internet usage.

**v. New Patron Registrations & Languages Read in the Home 2017**

Williams advised that the total number of patron registrations is among the highest in relation to other comparative libraries.

#### **Motion #18-1629**

**That the Milton Public Library Board approve the Consent Agenda for January 17, 2018.**

**Moved by Matthew Fabian, Seconded by Councillor Rob Duvall. Carried**

#### **5. Information Items:**

**5.1 Updated Patron Welcome Flyer**

Fitch shared MPL's new Welcome flyer and noted that in the photographs are MPL patrons.

**5.2 Two MPL Children's Bookmarks**

O'Sullivan explained the content and purpose of the bookmarks. The bookmarks will be distributed at kindergarten orientations throughout the community. Tracking ways to capture community feedback was discussed.

**5.3 Two press releases (Quest Milton; New MPL Website)**

Copies of the two press releases were distributed to the Board members. Williams announced MPL's Quest Milton app is ready for testing in Beta version. Board members interested in participating in the test version are to contact Williams.

**5.4 New MPL Banner**

The new MPL Banner was displayed at the meeting. Fitch advised that the banner will be used for marketing purposes.

**5.5 Final Draft of 2017 Annual Report**

The final copy of the 2017 Annual Report (to be presented to Council on January 29<sup>th</sup>), was distributed to the Board members. Fitch reviewed the statistics with the Board.

**6. Decision Items:**

**6.1 2018 All Staff Meeting Consideration**

Williams provided the Board with the rationale for the future meeting date. The Board approved the request for a delayed opening on Friday, May 4<sup>th</sup> at Main and the Beaty Branch for the annual All Staff Meeting and Appreciation Lunch.

**Motion #18-1630**

That Milton Public Library Board receives the report entitled “2018 All Staff Meeting Consideration”,

And Further

That Milton Public Library Board approves delaying opening the Main Library and Beaty branch until 1pm on May 4<sup>th</sup>.

**Moved by *Matthew Fabian*, Seconded by *Margaret Warmels*. Carried**

**7. Reports and Updates:**

**7.1 CEO Monthly Report**

Fitch advised the Board that discussions with the Town are in progress regarding the Bibliotheca Lease. Williams provided an update on the status of the Ontario Libraries Capacity Fund. Williams also reported on meetings with the Town regarding the impact of Bill 148.

**7.2 Council Update - verbal**

Councillor Rob Duvall reported that Conservation Halton delivered a presentation to establish a new mega park called “Giant’s Rib geopark” a translation of the indigenous name for the Niagara Escarpment. The park will be the third largest urban park in Canada, and seventh largest in North America spanning approx. 10,000 acres of escarpment area.

**7.3 Financial Quarterly Report Q4**

Daniel Cloutier reviewed the report noting no anomalies.

**7.4 HR Committee: CEO Succession Announcement – verbal**

Brad Boehmer congratulated Mark Williams on behalf of the Board, on the announcement of his new role as MPL CEO/Chief Librarian. He will take on this new position on July 1, 2018.

**7.5 Board Education: Library Board Legacy Project**

Brad Boehmer will email the Board members to initiate the project goals and objectives. Fitch reminded the Board of expected composition changes to the MPL Board as a result of Ward Boundary changes to be implemented in the next municipal election.

**7.6 Board Advocacy Committee: No Report**

**7.7 SOLS Trustee Council: No Meeting Scheduled**

Councillor Rob Duvall agreed to contact the Town regarding the venue for the next meeting.

**8. Other Business:**

Staff will send letters to congratulate The Honourable Indira Naidoo-Harris who was recently appointed Minister of Education, and to The Honourable Daiene Vernile who was recently appointed Minister of Tourism, Culture and Sport. Board members who are interested in attending the Mayor's Breakfast on February 16<sup>th</sup> were asked to contact Williams.

**9. Member Announcements**

Jasztrab reminded the Board about the annual "Coldest Night of the Year" fundraiser on February 24<sup>th</sup>. Fitch reminded the Board of the upcoming Chamber Sports Celebrity Dinner on February 6<sup>th</sup>. Interviews regarding Fitch's retirement and Williams new position as CEO are taking place with the MyFM 101.3 radio station, the Milton Villager Magazine, and the Milton Champion Newspaper. Matthew Fabian is asking for Board and staff to support the North Halton Twisters, a girl's hockey team in their efforts to win the "Chevy Good Deeds" cup award. He will send an email with the link.

**10. Next meeting date:** February 21, 2018.

**11. Adjournment:** Brad Boehmer adjourned the meeting at **8:56** p.m.

**Signed:** \_\_\_\_\_

Brad Boehmer, Chair  
Milton Public Library Board

**Signed:** \_\_\_\_\_

Leslie Fitch, Chief Librarian/CEO  
Milton Public Library Board

APPROVED: February 21, 2018

DATED: February 21, 2018