

**Regular Meeting of the Milton Public Library Board**  
Wednesday, May 16, 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, Matthew Fabian, Councillor Rick Malboeuf, Councillor Rob Duvall, Margaret Warmels,

**REGRETS:** Councillor Zeeshan Hamid, Omer Amin

**STAFF:** Leslie Fitch, Mark Williams, Brenda Hrynuik (Recorder)

Sarah Marshall (Chair) called the meeting to order at **7:04** p.m.

**1. Approval of Agenda:**

Item # 6.3 a) **Negotiations Update** is added to the agenda; Item # 6.3 a) **Review of Draft Terms of Reference for Non-Union Staff** is changed to “b”); Item # 6.3 b) **Review of Draft CEO Contract** is changed to “c”.

**That the Milton Public Library Board approve the May 16, 2018 Agenda as amended.**

**Moved by Margaret Warmels, Seconded by Brad Boehmer. Carried**

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

**3. Consent Agenda:**

- 4.1 Approval of the Minutes of April 18, 2018
- 4.2 Correspondence: No Correspondence
- 4.3 Accounts (Operating and Capital) for April 2018
- 4.4 Staff Reports**
  - i. Sherwood Branch Planning Update
  - ii. CEO 2018 PLA Conference Summary

**Motion #18-1641**

**That the Milton Public Library Board approve the Consent Agenda for May 16, 2018.**

**Moved by Councillor Rob Duvall, Seconded by Councillor Rick Malboeuf, Carried**

**4. Information Items:**

**4.1 Summer Newsletter (to be distributed at meeting)**

The Board received MPL's Summer Newsletter

**4.2 Updated Board Member Contact Information (to be distributed at meeting)**

The Board received an updated Board Member Contact Information.

**5. Decision Items:**

**5.1 Workplace Harassment Prevention Policy Update**

Mark Williams provided the Board with an update to the policy.

**Motion # 18-1642**

**That the Milton Public Library Board approve the policy changes in the report entitled "Workplace Harassment Prevention Policy".**

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

**6. Reports and Updates:**

**6.1 CEO Monthly Report**

Leslie Fitch invited the Board to attend the tree planting ceremony in MPL's garden at Main on June 16th at 11 a.m. to celebrate "National Garden Day" with The Milton & District Horticultural Society; the IS Manager position has been filled and will be introduced to the Board at the June meeting; the innovative Storytime program developed a summer outreach at the Fire Station; the updated RFID self-checkout machines have been replaced; the Grate Groan-Up Spelling Bee was a success.

**6.2 Council Update - verbal**

Councillor Rick Malboeuf reported that the Town is in election mode, and highlighted changes reflected as a result of Bill 139 (OMB).

**6.3 HR Committee: Confidential Session (documents to be distributed in meeting)**

**a) Negotiations Update**

**b) Review of Draft Terms of Reference for Non-Union Staff**

**c) Review of Draft CEO Contract**

(Leslie Fitch and Brenda Hrynuik were excused from the meeting at 7:25 p.m.; Mark Williams was excused from the meeting at 7:31 p.m., and all staff returned at 8:13 p.m.)

**It was Moved by *Brad Boehmer*, Seconded by *Margaret Warmels* to move into the Confidential Session regarding the Negotiations Update, Review of Draft Terms of Reference for Non-Union Staff, and Review of Draft CEO Contract at 7:20 pm. Carried**

**It was Moved by Councillor Rob Duvall, Seconded by Margaret Warmels to move out of the Confidential Session regarding the Negotiations Update, Review of Draft Terms of Reference for Non-Union Staff, and Review of Draft CEO Contract at 8:13pm. Carried**

Motion arising from item # 6.3 a) Negotiations Update

**Motion #18-1643**

**That the Milton Public Library Board accept the Memorandum of Settlement between the Milton Public Library Board and the Canadian Union of Public Employees and its Local 4366 for the Full-Time and Part-Time Contract, April 1, 2017 – March 31, 2020 Collective Agreement.**

**Moved by Councillor Rob Duvall, Seconded by Margaret Warmels, Carried**

Mark Williams noted that the Student Page Union Negotiations are set to begin in June.

- **Motion #18-1644** was made in the Confidential Session regarding “Review of Draft Terms of Reference for Non-Union Staff”.
- **Motion #18-1645** was made in the Confidential Session regarding “Review of Draft CEO Contract”.

**6.4 Board Education: Library Board Legacy Project – Report (to be distributed at meeting)**

Brad Boehmer distributed a draft copy of the Board accomplishments from the 2014 – 18 term, and the goals for the incoming Board members. He is requesting that the Board provide feedback at the next meeting. Staff members will also provide input.

**6.5 Board Self-Evaluation 2018: Verbal Report**

Margaret Warmels provided the Board with a verbal update of the four goals.

**Motion #18-1646**

**That the Milton Public Library Board approve the Board Self-Evaluation 2018 Goals.**

- 1. Completion of the Legacy Project**
- 2. Orientation of the new Board Members**
- 3. Advocacy Committee – continuation of this work**
- 4. Support of the CEO transition process, hiring of the Deputy, and HR Position.**

**Moved by Margaret Warmels, Seconded by Councillor Rob Duvall, Carried**

**6.6 Board Advocacy Committee:**

Matthew Fabian provided an update. There were two presentations jointly delivered to the Rotary Club of Milton by the Advocacy Committee and Friends of the Library. Both

presentations were well received, and the club expressed a continued interest in supporting the committees.

**6.7 SOLS Trustee Council: No Report (re-scheduled meeting not set)**

**7. Other Business:**

**7.1** The Board ratified **Motion # 18 – 1640** regarding maximum budget allocation for departing employees which originated from the April 18, 2018 Regular Board Meeting.

**8. Member Announcements**

Leslie Fitch advised that the Chamber of Commerce is hosting a provincial candidates breakfast meeting on June 1<sup>st</sup> at the Home2 Suites by Hilton. MPL will register two Board members. Fitch and Williams will not be able to attend. Daniel Cloutier advised the Ontario Federation of Agriculture will hold an all-candidates meeting on May 22<sup>nd</sup>, and the Ontario Public School Boards' Association will hold an all-candidates meeting on May 23<sup>rd</sup>. Fitch announced the Choristers will be performing in concert on May 26<sup>th</sup>. Fitch advised that Milton's Farmers Market opens on May 19<sup>th</sup>. Williams advised the Chamber Scholarship Awards presentation will be held on June 9<sup>th</sup> at 11:00 a.m. under the Information tent at the Farmer's Market.

**9. Next meeting date:** June 20, 2018.

**10. Adjournment:** Sarah Marshall adjourned the meeting at **8: 36** p.m.

**Signed:** \_\_\_\_\_  
Sarah Marshall, Chair  
Milton Public Library Board

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

DATED: June 20, 2018  
APPROVED: June 20, 2018