

Regular Meeting of the Milton Public Library Board
Wednesday, 19th June, 2019
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), Omer Amin, Matthew Fabian, Margaret Warmels, John Watson, Councillor Sameera Ali, Councillor Kristina Tesser Derksen,

Staff: Mark Williams, Vito Montesano, Kanta Kapoor, Lee Puddephatt, Cyndi Duncan (Recorder)

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

1. Approval of Agenda:

That the Milton Public Library Board approve the Agenda of 19th June, 2019.

Moved by *Omer Amin*, **Seconded by** *Councillor Kristina Tesser Derksen*, **Carried**

2. Declaration of Interest: None declared.

3. Closed Session for Confidential Items

It was Moved by *Margaret Warmels*, **Seconded by** *Omer Amin*, **to move into the Confidential Session at 7:02 pm. Carried**

It was Moved by *John Watson*, **Seconded by** *Margaret Warmels*, **to move out of the Confidential Session at 8:02 pm. Carried**

Motion #19-1691

That Milton Public Library Board approve the revised salary structure for MPL's non-union employees,

And further,

That any retroactive payment as a result of the Job Evaluation process be applied.

Moved by *John Watson*, **Seconded by *Matthew Fabian*, **Carried****

4. Consent Agenda:

4.1 Approval of the Minutes of 22nd May, 2019 as amended.

4.2 Correspondence

- None

4.3 Accounts (Operating and Capital) for May

4.4 Staff Reports

i. Sherwood Branch Update

ii. 2018 / 2019 Laurier Milton Lecture Series Summary

Motion #19-1692

That the Milton Public Library Board approve the Consent Agenda for 19th June, 2019.

Moved by *Councillor Kristina Tesser Derksen*, **Seconded by *Matthew Fabian*, **Carried****

5. Information Items:

5.1 Service Delivery Model Implementation Update

Williams updated the Board on the implementation of the pilot stage of the new Service Delivery Model. The new schedules were posted on 1st May for the 1st June implementation. As a result of the ongoing training and communication, staff are settling into their new roles well.

6. Decision Items

6.1 Library Fine / Fee Structure Review 2018

Kapoor brought forward recommended changes to the Fine and Fee structure at MPL, including a \$1.00 per item fine for expired holds and a \$1.00 per item fine for non-pickup of requested ILLO. Both charges will be effective 1st September, 2019.

Motion #19-1693

That Milton Public Library Board approve a pilot of six months for the recommended changes to the Fine / Fee Structure.

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

6.2 2018 Financial Audit

Williams presented the 2018 Financial Audit, which was reviewed ahead of the meeting by the Finance Committee. The audit was approved by Council on 27th May, 2019. This report confirms that MPL is in compliance with all of the accounting standards and reporting rules.

Motion #19-1694

That Milton Public Library Board review the report entitled “2018 Financial Audit”

And Further,

That the 2018 Financial Statement prepared by KPMG be accepted as presented.

Moved by *Matthew Fabian*, Seconded by *Councillor Sameera Ali*, Carried

7. Reports and Updates

7.1 Chief Librarian’s Monthly Report

Williams highlighted some of May’s key achievements:

- There was a management team site visit to Sherwood Branch, pictures of which were posted to social media. The next visit will be scheduled for the librarian team in early July

- MPL's annual stats were submitted in May, showing increases in all metrics
- On-line patron card renewal was launched in May
- Kapoor has integrated the ILLO process with Sierra, ensuring the process is more customer friendly
- New library cards for Adults will be launched in July with the new branding
- Four presentations have been submitted to OLA for the Super Conference in January of next year, both of which have been selected
- Williams attended his first CULC meeting, in Montreal
- After meetings with the Chief Information Officer at Town of Milton, it has been confirmed that there will be shared IT infrastructure at Sherwood Branch
- Williams and Montesano met with the Town courier in order to replace the service lost from SOLS. This will be a permanent change including Sherwood Branch in the fall, with a cost benefit to MPL
- The One Book, One Milton author has been confirmed as Kelley Armstrong
- Author Raina Telgemeier will be coming to MPL in the fall via Scholastic. She is a tween author with the same stature as Dav Pilkey
- The changes to MPL's social media continues to result increased followers
- CAMH delivered de-escalation training to the Public Service staff
- The TAG group received 56 applications from potential volunteers, a new record
- There were 34 more seniors participating in the Virtual Reality programme
- Recruitment for the committee to create MPL content for the seniors has commenced, as part of the grant requirements
- ILLO was officially re-instated on 1st June, 2019
- Kapoor is working on the "My Library" app which will give MPL a digital library card, with a potential launch in early 2020
- There was a 590% increase in Mother Goose story time attendance over the previous year

7.2 Council update

Councillor Sameera Ali reported on Town Council activities since the last meeting of the Board.

7.3 HR Committee: No Report

7.4 Board Advocacy Committee: No Report

7.5 SOLS Trustee Council: No Report

8. Other Business:

1. Councillor Tesser Derksen updated the Board about the new process for Canada Day celebrations. Another committee will be actively pursued.
2. Omer Amin inquired about a previous discussion where Board members could shadow staff in their positions. This will be revisited after the opening of Sherwood Branch, either late fall or early 2020.
3. Williams reported that Jodie Sales from Town of Milton reached out to MPL to join them in supporting the Milton Family promotion for the strategic planning process.

9. Member Announcements:

1. Sarah Marshall, Board Chair, reminded everyone that the Summer Reading Club and Read and Ride will be launched on 22nd June, 2019.

11. Next Meeting Date:

The next meeting will be held on Wednesday, 25th September, 2019 at 7:00 pm.

12. Adjournment:

Sarah Marshall moved to adjourn the meeting at 8:53 p.m.; – carried.

Signed: _____
Sarah Marshall, Chair
Milton Public Library Board

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