



Regular Meeting of the Milton Public Library Board
Wednesday, 20th March, 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 Ali, Margaret Warmels, John Watson, Councillor Sameera Ali, Councillor Kristina Tesser Derksen

Regrets: Matthew Fabian

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

Sarah Marshall (Chair) called the meeting to order at **7:10** p.m.

1. Approval of Agenda:

That the Milton Public Library Board approve the Agenda of 20th March, 2019.

Moved by *Omer Amin*, **Seconded by** *Margaret Warmels*, **Carried**

2. Declaration of Interest: None declared.

3. Closed Session for Confidential Items

It was Moved by *Margaret Warmels*, **Seconded by** *Councillor Sameera Ali*, **to move into the Confidential Session at 7:15 pm. Carried**

It was Moved by *John Watson*, **Seconded by** *Margaret Warmels*, **to move out of the confidential session at 7:34 pm. Carried**

4. Consent Agenda:

4.1 Approval of the Minutes of 20th February 2019

4.2 Correspondence

- Letter from SOLS
- Thank you card

4.3 Accounts (Operating and Capital) for February

4.4 Staff Reports



i. Sherwood Branch Update

The revised layout of the shelving for the Sherwood branch was reviewed by the Board, along with the rendering of the laptop lending kiosk.

ii. Children's Library Card contest

The contest will run throughout the summer with the winner to be announced at the end of the summer programmes. The theme is space and Chris Hadfield has agreed to judge the entries.

Motion #19-1680

That the Milton Public Library Board approve the Consent Agenda for 20th March, 2019.

Moved by *Councillor Kristina Tesser Derksen*, **Seconded by** *Councillor Sameera Ali*, **Carried**

5. Information Items:

5.1 Succession Plan

Williams and Montesano presented the Succession Plan to the Board, speaking to both short-term and long-term planning for the future of staffing needs.

5.2 Staff Engagement and Recognition Strategy

Montesano reported on the new Staff Engagement and Recognition Strategy. Perkopolis has been launched and available to all staff. Other programmes are being reviewed for peer-to-peer recognition, pulse surveys, and other methods of enhancing staff engagement.

5.3 Human Resources Policy Manual (verbal)

Montesano updated the Board on the revisions to the HR Policy Manual as directed at the February Board meeting. The HR Policy Manual is now complete.

5.4 Updated Branding Guidelines and Templates

Williams presented the updated Branding Guidelines and Templates to the Board.

5.5 Social Media Strategy

Williams presented the updated strategy for MPL's Social Media presence. Staff will bring forward an analysis of usage to the Board after the first year.

6. Decision Items:

6.1 2018 Draft Annual Report

Williams presented the draft of the 2018 Annual Report, which will be presented to Council on 6th May, 2019.



Motion #19-1681

That the Milton Public Library Board approve the 2018 Draft Annual Report in principle.

Moved by *Margaret Warmels*, **Seconded by** *John Watson*, **Carried**

6.2 Performance Management Policy

Montesano presented the draft Performance Management Policy for the Board's approval.

Motion #19-1682

That the Milton Public Library Board approve the "Performance Management Policy"

Moved by *Councillor Kristina Tesser Derksen*, **Seconded by** *Councillor Sameera Ali*, **Carried**

6.3 2019 Non-Union COLA increase

Montesano presented the Non-Union Staff COLA report. Going forward, this item will be brought forward as an information item only.

Motion #19-1683

That the Milton Public Library Board receive the report entitled "2019 Non-Union Staff COLA"

And further,

That the Milton Public Library Board approve a payment of a 1.7% cost of living adjustment, effective April 1st, 2019.

Moved by *Margaret Warmels*, **Seconded by** *John Watson*, **Carried**

6.4 Procedural By-Law Update recommendation

Williams presented the updated Procedural By-Law which reflects Council's decision to have a seven member Library Board (five community members and two Councillors). The new term for Board Officers will be two years, with elections in February.



Motion #19-1684

That the Milton Public Library Board approve the revisions to the MPL Procedural By-Law

And further;

Milton Public Library Board provided direction to staff regarding the term of Officers appointments, option 2 (two years).

Moved by *Councillor Kristina Tesser Derksen*, **Seconded by** *John Watson*, **Carried**

6.5 Library Board Election of Officers

Elections were held for the following positions for a two-year term:

- Library Board Chair Sarah Marshall was elected
- Library Board Vice-Chair Margaret Warmels was elected
- Board Advocacy Omer Amin was elected
- Finance Committee Matthew Fabian was elected
- HR Committee John Watson was elected

7 Reports and Updates:

7.1 Chief Librarian's Monthly Report

Williams highlighted a few of February's items:

- The new Manager, Support Services, Kanta Kapoor was hired. Kanta's first day was 11th March
- The All-Staff Meeting was conducted on 22nd February with the librarian team conducting all the training and it was very successful – 77% of staff responses rated the day as "excellent"
- MPL's social media presence has increased significantly
- Black History month programme was very successful – over 70 people attended at Beaty
- All staff that are being re-deployed have had meetings with respect to the changes in their positions with only one person complaining
- The Marketing & Communications Coordinator had her probationary review and passed with flying colours
- MPL's new brand guidelines launched
- Online self-certification for 3D printing has been launched



- MPL received the Seniors Grant of \$25,000. The next step is to recruit senior volunteers to help create content for the VR programme
- The Circulation team have all finished Stage One of their training for transitioning into the new Customer Service Assistant roles
- New patron registrations increased by 13% in February over 2018 and book circulation increased by 4% in the same period over 2018

7.2 Council Resolution 104-18: Provincial Legislation Requiring Rescinding/ Revision

Williams presented the report regarding Council Resolution 104-18, highlighting reference to MPL.

7.3 Council update

Councillor Kristina Tesser Derksen reported on Town Council activities since the last meeting of the Board.

7.4 HR Committee: verbal update

This item was reported on in the confidential session.

7.5 Board Advocacy Committee: No Report

7.6 SOLS Trustee Council: No Report

8. Other Business:

8.1 Board Orientation Q & A (verbal)

Williams asked for questions from the Board with respect to the Board Orientation Binder or Portal – there were none and this can be revisited in the future.

8.2 Board AODA Training through HR Downloads reminder (verbal)

Montesano and Marshall reminded the Board of their duty to complete their AODA training through the HR Downloads platform.

8.3 Related Party Disclosures for Fiscal Year 2018

Williams distributed the forms to be completed by returning Board Members, which were duly signed by those in attendance.

8.4 Volunteer Waiver, Code of Conduct & Photo Permission Forms

Williams distributed the appropriate forms to Board members who had not yet completed them, and they were all completed at the meeting.

9. Member Announcements:

9.1 Councillor Sameera Ali reported that she received an email from a local author. Staff will respond.



9.2 Councillor Kristina Tesser Derksen reported that she was contacted by a local resident bringing forward green initiatives and wondered if MPL would be interested. Williams will connect with her.

9.3 Omer Amin reported on the successful visit from Williams and Andrea Cecchetto of Markham Public Library to the Microsoft office.

10. Next Meeting Date:

The next meeting will be held on Wednesday, 24th April, 2019 at 7:00 pm.

12. Adjournment:

Sarah Marshall moved to adjourn the meeting at 9:04 p.m.; – carried.

Signed: _____
Sarah Marshall, Chair
Milton Public Library Board

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

APPROVED: 24TH APRIL, 2019