

Regular Meeting of the Milton Public Library Board  
Wednesday, 23rd October, 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, Maggie Chan, Matthew Fabian, Margaret Warmels, Councillor Sameera Ali, Councillor Kristina Tesser Derksen

**Staff:** Mark Williams, Vito Montesano, Dave Hook, 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 23<sup>rd</sup> October, 2019**

**Moved by** *Matthew Fabian*, **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** *Maggie Chan*, **to move into the Confidential Session at 7:01 pm. Carried**

**It was Moved by** *Omer Amin*, **Seconded by** *Councillor Kristina Tesser Derksen*, **to move out of the Confidential Session at 7:25 pm. Carried**

**4. Consent Agenda**

**4.1 Approval of the Minutes of 25<sup>th</sup> September, 2019**

**4.2 Correspondence (none)**

**4.3 Accounts (Operating and Capital) for September**

Board Member Chan asked for clarification on purchasing card transactions. Williams reported that purchasing cards are the preferred method of payment for expenditures and each manager has a set limit per transaction and balance to be carried.

#### **4.4 Staff Reports**

##### **i. Q3 Patron Feedback Summary**

Board Member Chan asked if there was a way to respond to a specific query on the Happy or Not platform. Unfortunately, as it is an anonymous platform, a response could not be sent. If the patron had completed a Patron Comment Form, there might have been an opportunity for staff to respond.

##### **ii. Q3 Departmental Quarterly reports**

The Board was informed that MPL is investigating new ways of dealing with discarded books.

#### **Motion #19-1698**

**That the Milton Public Library Board approve the Consent Agenda for 23<sup>rd</sup> October, 2019.**

**Moved by Maggie Chan, Seconded by Matthew Fabian, Carried**

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

##### **5.1 Updated Board Contact & Committee List**

Williams distributed the updated Board Contact and Committee list.

##### **5.2 Sherwood Branch Update**

Williams reported on the activities at Sherwood Branch since it opened on Monday, 30<sup>th</sup> September 2019:

- The new children's library card launch was the first programme to be held at Sherwood, on 5<sup>th</sup> October, 2019
- There were over 13,000 patrons in the branch in the first three weeks of operation
- 44% of the collection is already being circulated
- The Laptop Lending Kiosk has been used 1,300 times

##### **5.3 Main Children's Library Re-configuration Update**

Williams reported that the Children's Library re-configuration has been completed, giving an additional programme room and more space in the Children's area.

#### **6. Decision Items**

##### **6.1 Draft 2020 Operating Budget Recommendation**

Williams reported that MPL is seeking a 0% increase to the Operating Budget for 2020. Town of Milton Finance staff recommended that MPL use a portion of the Library Tax Rate Stabilisation Reserve to assist in funding MPL's 2020 Operating Budget.

Williams reminded the Board that although MPL receives the fourth lowest levels of funding from any municipality in Ontario, MPL has the highest active cardholder rate and the highest circulation per cardholder in Ontario, not just in our comparator group.

**Motion #19-1699**

**That the Milton Public Library Board approve the Draft Operating Budget, in principle**

**Moved by Maggie Chan, Seconded by Matthew Fabian, Carried**

**6.2 Draft 2020 Capital Budget and 10 Year Capital Forecast 2020 - 2029**

Williams presented the Board with the 10-Year Capital Forecast Budgets. Most of the budget for 2020 is related to Collection Replacement and Automation Replacement. In 2020, there is also an update due to the Library Master Plan, which is tied to the strategic plan at Town of Milton, Destiny Milton IV. Timelines will be determined by Town staff.

**Motion #19-1700**

**That the Milton Public Library Board approve the 2020 Draft Capital Budget and Ten Year Capital Forecast 2020 - 2029**

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

**6.3 2020 Budget Reduction Options**

Williams presented the Board with the proposed Budget Reduction Option: reducing operating hours at Beaty Branch. If approved, this will reduce the overall budget request at Town to 3%.

**Motion #19-1701**

**That the Milton Public Library Board approve, in principle, the presentation of the proposed reduction option as part of the 2020 Budget process,**

**And further,**

**That staff continue to work with the Finance staff at the Town of Milton in the development of the 2020 budget with any further adjustments that may be required reported back to the MPL Board at the regular November 2019 Board meeting.**

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

## **7. Reports and Updates**

### **7.1 Chief Librarian's Monthly Report**

Williams highlighted some key items from this month's report:

- Sherwood Branch opened 30<sup>th</sup> September 2019
- A new Marketing and Communications Assistant has been hired – Lloyd Tran
- Williams has now completed his Masters Certificate in Municipal Leadership
- Step 2 Grievance was withdrawn and a Memorandum of Settlement was signed
- MPL's Facebook presence has been strengthening, with the pictures of the Sherwood branch having the most likes to date for MPL
- MPL hosted a sell-out evening with Raina Telgemeier
- MPL's Community-Led Librarian hosted a number of community conversations, which resulted in her being interviewed by CBC, who then came to Milton to host a moderated panel with Matt Galloway, showing the extent of her reach in the community
- Programmes are still proving to be very successful: Kids n Me; Laurier Milton Lecture Series; Storybook Dads
- There was a 12% reduction in non-pick up of holds, partially due to the new fee associated with this action

### **7.2 Q3 Quarterly Financial Update**

Williams presented the Q3 Financials to the Board, showing MPL is in a good position at the end of Q3.

### **7.3 2019 YE Projection**

Williams presented the 2019 Year-End Projection to the Board.

### **7.4 Council Update**

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

**7.5 HR Committee:** No Report

**7.6 Board Advocacy Committee:** No Report

**7.7 SOLS Trustee Council:** No Report

## **8. Other Business:**

### **8.1 Letter to Federal MP**

Williams reported that MPL would be sending a letter to the new local Federal Member of Parliament to canvas him on his position regarding the E-Resource petition, and to send our congratulations on his recent success.

**8.2 Paper Copies of Board Packages**

Williams queried the Board regarding paper copies of the monthly Board packages. Going forward, two paper packages will be assembled, with the balance of the Board reviewing digital copies prior to the meeting.

**9. Member Announcements:** None

**10. Next Meeting Date:**

The next meeting will be held on Wednesday, 20<sup>th</sup> November, 2019 at 7:00 pm.

**11. Adjournment:**

*Sarah Marshall* moved to adjourn the meeting at 8:46 pm. – carried.

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

Sarah Marshall, Chair  
Milton Public Library Board

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

Mark Williams, Chief Librarian  
Milton Public Library Board