

Regular Meeting of the Milton Public Library Board
Wednesday, 25th September, 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, Councillor Sameera Ali (departed at 8:16), Councillor Kristina Tesser Derksen (departed at 8:00)

Regrets: Margaret Warmels

Staff: Mark Williams, Vito Montesano, Dave Hook, Kanta Kapoor, Cyndi Duncan (Recorder)

Sarah Marshall (Chair) called the meeting to order at **7:01** p.m.

1. Introduction of new Board Member: Maggie Chan

The Board Chair, Sarah Marshall, introduced Maggie Chan to the Board, who provided an overview of her previous Board experience.

2. Introduction of new Deputy Chief Librarian: Dave Hook

Dave Hook introduced himself to the Library Board.

3. Approval of Agenda:

10.1 CBC Community Panel was added to Other Business, and the Council update was brought forward so that Councillor Kristina Tesser Derksen could attend another meeting.

That the Milton Public Library Board approve the Agenda of 25th September, 2019 as amended.

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

4. Declaration of Interest: None declared.

9.4 Council Update

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

5. Closed Session for Confidential Items

It was Moved by Omer Amin, Seconded by Councillor Kristina Tesser Derksen, to move into the Confidential Session at 7:14 pm. Carried

It was Moved by Councillor Sameera Ali, Seconded by Omer Amin, to move out of the Confidential Session at 8:02 pm. Carried

6. Consent Agenda

6.1 Approval of the Minutes of 19th June, 2019

6.2 Correspondence (none)

6.3 Accounts (Operating and Capital) for June, July, August

6.4 Staff Reports

i. Q2 Patron Feedback Summary

Board Member Amin asked if a future question, such as “Would you recommend MPL?” could be added to the Happy or Not kiosk with results to be used by the Advocacy Committee. This request will be brought to the Manager, IT after the opening of Sherwood Branch.

ii. Q2 Departmental Quarterly reports

iii. Sherwood Branch Update

Williams commended the leadership and management team for their work on the opening of Sherwood. An update was given regarding internet bandwidth for all MPL branches. The new branch will have a soft-launch on 30th September. The official launch for the whole facility will be in February 2020.

Motion #19-1695

That the Milton Public Library Board approve the Consent Agenda for 25th September, 2019.

Moved by Matthew Fabian, Seconded by Maggie Chan, Carried

7. Information Items

7.1 CAMH De-Escalation Training: Staff Feedback

Montesano presented the Board with an update on the CAMH De-Escalation training that was provided to 44 staff members in May 2019. Statistics compiled by CAMH following this training show that staff feel more confident in dealing with incidents due to this training. CAMH will further follow up with staff in March 2020.

7.2 Employee Engagement and Recognition Strategy Update

Montesano presented the Board with the updates to the MPL Employee Engagement and Recognition Strategy.

7.3 Main Children's Library Reconfiguration

Williams provided the Board with an update to the reconfiguration of the Children's workroom at Main Library, adding more space for programming. This will require a shut-down of Main Library for one week, and patrons will be encouraged to attend Beaty and Sherwood Branches.

7.4 2019 Statistical Comparison: MPL's Comparator Libraries

Williams provided the Board with a statistical comparison of MPL with other systems of the same size in Ontario, including all of Halton. MPL receives the least amount of funding while still achieving the highest circulation per capita, and percentage of the population with a library card.

8. Decision Items

8.1 Board Committee membership confirmation

The following changes were made to the Board Committee memberships:

- Maggie Chan will serve on the Finance Committee
 - Margaret Warmels will serve as interim Chair on the HR Committee
- Matthew Fabian will serve as the SOLS representative

The HR Committee and SOLS representatives will be updated at the meeting of the Board in January, 2020, to take effect in February 2020.

Motion #19-1696

That the Milton Public Library Board approve the updated Board Committee Membership:

Maggie Chan will serve on the Finance Committee
Margaret Warmels will serve as interim Chair on the HR Committee
Matthew Fabian will be the SOLS representative until February 2020

Moved by Omer Amin, Seconded by Matthew Fabian, Carried

8.2 CULC e-content campaign

Williams presented the report on the CULC e-content campaign. This is a campaign to encourage the Federal Government and the Mayor to put pressure on publishers to reduce the cost for libraries to purchase e-resources to provide libraries with greater access to their e-resource collections.

Motion #19-1697

That Milton Public Library Board endorse the recommendation outlined in the report entitled “CULC e-content campaign”,

And Further,

That staff be directed to forward an associated motion to Town Council

Moved by Maggie Chan, Seconded by Omer Amin, Carried

9. Reports and Updates

9.1 Chief Librarian’s Monthly Report

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

- Sherwood Branch expected to open on Monday, 30th September
- Sherwood collection to be completely shelved by Friday, 27th September so that a construction clean can be completed over the weekend before opening
- The new Service Delivery Model has been permanently implemented – the Management Team were extremely successful in supporting their teams through the summer, our busiest time
- MPL now has a full management complement, with three of the managers having successfully completed their probationary periods
- MPL’s social media presence continues to grow
- MPL’s new library cards went live in Q2 with a positive response
- Over 13,000 children attended the Summer Reading programmes over the summer months showing approximately 3% growth over the previous year
- The librarians have attended training for and developed an approach to serve patrons with Alzheimer’s and dementia; Dementia friendly reading kits have been created
- The Community-Led Librarian hosted two community events that led to an interview with CBC
- MPL has moved from Libraries on the Go to Cloud Library to provide e-resources for patrons, providing access to 100,000 more titles
- All four presentations submitted to OLA have been approved and added to the SuperConference programme for 2020

9.2 Q2 Quarterly Financial Update

Williams presented the Q2 financials to the Board. These show that MPL is in a good spot at the end of Q2.

9.3 2019 YE Projection: September Update

Williams presented the 2019 Year-End Projection: September Update to the Board. As a result of staff-gapping, there is a surplus which is currently at 3% of the budget but it is expected to be reduced to approximately 1% of the budget by year-end.

9.4 Council Update

Moved to earlier in meeting, following point 4.

9.5 HR Committee: No Report

9.6 Board Advocacy Committee: No Report

9.7 SOLS Trustee Council: No Report

10. Other Business:

10.1 CBC Community Panel

Further to MPL's Community-Led Librarian undertaking community conversations - as mentioned in the Chief Librarian's Report - the CBC subsequently interviewed her regarding her results. As a direct result of this interview, CBC will be hosting a community panel on issues affecting Miltonians, specifically climate change. The panel will be hosted by Matt Galloway, on Thursday, 26th September at the FOACM, Min-Maxx Theatre.

11. Member Announcements:

Omer Amin has asked that an Advocacy Committee meeting be held prior to the next meeting of the Board, for approximately 30 to 40 minutes.

12. Next Meeting Date:

The next meeting will be held on Wednesday, 23rd October, 2019 at 7:00 pm.

13. Adjournment:

Sarah Marshall moved to adjourn the meeting at 9:15 – carried.

Signed: _____
Sarah Marshall, Chair
Milton Public Library Board

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