

Regular Meeting of the Milton Public Library Board
Wednesday, 20th October, 2021 at 7:00 pm
Via Zoom online conferencing

Mission Statement

The Milton Public Library empowers the community to Read. Learn. Create. Connect.

Minutes

Members: Sarah Marshall (Chair), Matthew Fabian (arrived 7:24pm), Margaret Warmels, Councillor Sameera Ali, Councillor Kristina Tesser Derksen

Regrets: Omer Amin, Cyndi Duncan

Staff: Mark Williams, Carly Anderson, Vito Montesano (Recorder)

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

1. Approval of Agenda

That the Milton Public Library Board approve the Agenda of 20th October 2021, as amended

Moved by Councillor Sameera Ali, 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 Councillor Kristina Tesser Derksen, to move into the Confidential Session at 7:06 pm. Carried

It was Moved by Councillor Kristina Tesser Derksen, Seconded by Margaret Warmels, to move out of the Confidential Session at 7:33 pm. Carried

4. Consent Agenda

4.1 Approval of the Minutes of 15th September, 2021

4.2 Correspondence

4.3 Accounts (Operating & Capital) for September 2021

4.4 Staff Reports

- i. Q3 Patron Feedback Summary & Customer Satisfaction Summary
- ii. Q3 Departmental Quarterly report

Motion #21-1795

That the Milton Public Library Board approve the Consent Agenda for 20th October, 2021

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

5. Information Items:

5.1 Canada Healthy Communities Initiative

Williams informed the Board that MPL was the successful recipient of a Canada Healthy Communities Initiative grant of \$50,000. The grant application had a stated intention of “creating an indigenous community garden to support the beehives”. This grant will enable staff to move forward with the project, resulting in a more inclusive, sustainable and user friendly outdoor environment at Beaty Branch.

5.2 Staffing Update – Teen Librarian & M&C Assistant

Williams informed the Board that Alex Wright has been hired as the new Teen Librarian and Samira Chowdhury has been hired as the new Marketing & Communications Assistant. Both commenced their employment on 12th October 2021.

6. Decision Items

6.1 Digitisation Projects: Fee Structure Report

Carly Anderson, Deputy Chief Librarian, presented the Board with the proposed Fee Structure for the Digitisation Projects. MPL plans to extend digital reproduction services to community and external partners. The ongoing fee structure will be reviewed as part of the Fines and Fee Structure review, completed annually.

Motion #21-1796

That the Milton Public Library Board approve the Digitisation Projects: Fee Structure

Moved by *Councillor Kristina Tesser Derksen*, **Seconded by** *Margaret Warmels*, **Carried**

6.2 Draft 2022 Operating Budget Recommendation

Williams presented the Draft 2022 Operating Budget to the Board. MPL staff are forecasting an increase of 5.3% in order to achieve status quo in 2022. This includes costs associated with staff reaching the top of the salary grid as well as maintaining Pay Equity. Staff will continue to work closely with Finance Staff at the Town of Milton to reflect any updates to the approach being taken and the amounts likely to be approved by Council.

Motion #21-1797

That the Milton Public Library Board approve the proposed 2022 Operating Budget Recommendation

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

6.3 Draft 2022 Capital Budget and 10 Year Capital Forecast 2022 - 2031

Williams presented the Draft 2022 Capital Budget and 10-Year Capital Forecast to the Board. MPL has four Capital items going forward in 2022 for a total budget being submitted of \$1,121,600. Ongoing items in the 10-Year Capital forecast include Facilities, Collection Materials and Furnishings.

Motion #21-1798

That the Milton Public Library Board approve the 2022 Capital Budget and 10-Year Capital Forecast 2022 - 2031

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

6.4 Website Update Budget Increase Request

Williams updated the Board on the progress of the Website re-development. The MPL team have discovered that there is need for enhanced functionality requirements and that these requirements will require additional funds. It is expected that this can be paid through the expected 2021 year-end surplus.

Motion #21-1799

That the Milton Public Library Board approve the Website Update Budget Increase Request

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

6.5 Children's Rights in the Library Policy recommendation

Williams presented the "Children's Rights in the Library" policy as part of the regular review schedule. No significant changes are being recommended, however the policy has been re-worded to be more legible.

Motion #21-1800

That the Milton Public Library Board approve the policy "Children's Rights in the Library"

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

6.6 Draft Teen Rights in the Library Policy recommendation

Williams presented the “Teen’s Rights in the Library” policy as part of the regular review schedule. No significant changes are being recommended, however the policy has been re-worded to be more legible.

Motion #21-1801

That the Milton Public Library Board approve the policy “Teen Rights in the Library”

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

7. Reports and Updates

7.1 Chief Librarian’s Monthly Report

Williams highlighted some key activities from September 2021:

- Williams reported that subsequent to a virtual meeting with Rebecca Raven, Director PLL, he will be participating in the Mentoring cohort as a mentor and Carly Anderson, Deputy Chief Librarian, will be a participant
- Williams is participating in the Working Group on Intellectual Freedom, with the Centre for Free Expression at Ryerson University and working with the group to keep develop formalised Intellectual Freedom training/ coursework for libraries
- Williams hosted the Canoe install at Beaty Branch along with representatives from MCRC, HEN, MP Adam Van Koeverden, MPP Parm Gill and Mayor Gord Krantz
- Deputy Chief Librarian has settled well into her new role over the past few weeks
- Senior Manager, HR, is leading work well with IDEA and has submitted an application to the ULC Innovation Awards
- MPL hosted a couple of events in recognition of the National Day for Truth and Reconciliation: author Michelle Good discussed her book *Five Little Indians*, as well there was an event especially for children in honour of Orange Shirt Day with author David A Robertson to discuss his junior fiction novel *The Barren Grounds*, with over 800 elementary school-aged children attending.
- MPL’s Diversity Audit of the Children’s Junior Picture books is complete. All books in the collection have been surveyed, and the author’s provenance researched and recorded. The next step in the project is to analyse the data, and begin assessing conclusions.
- Staff launched an online exhibit highlighting MPL’s history from inception as a Mechanics Institute in 1855 in the third week of September. Patrons received the project well, and there were 174 page views in two weeks.
- The Mobile App’s usage increased approximately 87% over the same period in 2020. About 380 items were checked out using the App’s Self Checkout option in the month of September.

- The overall usage of E-Resources in September saw an increase of over 25% over the same period in 2020. Ebooks usage increased by 13%, however databases saw enhanced use of 38%.
- IT Staff met with Gibraltar Solutions regarding a number of troubleshooting issues and to address system vulnerabilities. MPL is looking to issue an RFP to formalize a concrete arrangement with an external vendor to support these efforts.

7.2 Council Update

Councillor Samira Ali reported on Town Council activities for September 2021.

7.3 Q3 Financial Update

Williams presented the Q3 quarterly financial reports. Operating expenses are at 76% overall for 75% of the year, and Capital expenses are also on track for the year.

7.4 2021 Year-End Projection – October update

Williams presented the September update for the year-end projection. Currently a surplus of approximately \$80,000 is forecast, due to the Canada Healthy Communities grant of \$50,000. As this grant will mostly be expended in 2022, the funds will be accrued to the next year. No further surplus is expected.

7.5 HR Committee – no update

7.6 Board Advocacy Committee – no update

8. Other Business - None

9. Member Announcements:

9.1 Sarah Marshall reminded the Board that the One Book One Milton main event with Jagmeet Singh is Thursday, October 21st at 7:00 pm.

9.2 Councillor Kristina Tesser Derksen advised that there will be a drive-through Rib Fest in support of the Townsend Smith Foundation taking place October 23rd & 24th from 11:00 am to 7:00 pm at the Milton Go Station.

9.3 Councillor Sameera Ali advised that the Poppy Campaign will be starting soon. This year's programme does not include a parade but there will be a small scale ceremony at the Evergreen Cemetery at 11:00 am on November 11th for those who wish to attend.

10. Next Meeting Date:

The next meeting will be held on Wednesday, 17th November, 2021 at 7:00 pm.

11. Adjournment:

Sarah Marshall moved to adjourn the meeting at 8:50 pm. – carried.

Signed: _____

Sarah Marshall, Chair
Milton Public Library Board

Signed: _____

Mark Williams, Chief Librarian
Milton Public Library Board