

Regular Meeting of the Milton Public Library Board
Wednesday, 25th May 2022 at 7:00 pm

Mission Statement

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

Minutes

Members: Sarah Marshall (Chair), Councillor Kristina Tesser Derksen, Margaret Warmels

Regrets: Omer Amin, Councillor Sameera Ali

Staff: Mark Williams, Kanta Kapoor, Vito Montesano (Recorder)

Sarah Marshall (Chair) called the meeting to order at 7:13 p.m.

1. Approval of Agenda

That the Milton Public Library Board approve the Agenda of 25th May 2022 as amended

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

2. Declaration of Interest: None declared.

3. Closed Session for Confidential Items

It was Moved by *Matthew Fabian*, **Seconded by** *Margaret Warmels*, **to move into the Confidential Session at 7:14pm. Carried**

It was Moved by *Margaret Warmels*, **Seconded by** *Matthew Fabian*, **to move out of the Confidential Session at 8:05 pm. Carried**

4. Consent Agenda

4.1 Approval of the Minutes of 30th March, 2022

4.2 Correspondence

4.3 Accounts (Operating & Capital) for March & April 2022

4.4 Staff Reports

- i. OLA/PLA Conference attendance summaries
- ii. Q1 Departmental Quarterly Reports

Motion #22-1830

That the Milton Public Library Board approve the Consent Agenda for May, 2022

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

5. Information Items

5.1 QI Patron Feedback and Customer Satisfaction Survey

Kapoor advised that MPL continues to receive and review patron feedback via our online channels and that during this quarter we have reinstated in-branch 'happy or not,' terminals

5.2 QI Financials

Williams presented the QI financials to the Board

5.3 Board Orientation portal (verbal update)

Williams advised that in preparation for the incoming Board, that the Board Orientation portal will be updated.

5.4 UX Project Report

Kapoor provided the Board with an update and findings of the User Experience project undertaken by the University of Toronto students enrolled in the Faculty of Information.

6. Decision Items

6.1, 6.2, 6.3, 6.4 - GOV-05 CEO Evaluation Policy, GOV-06 Delegation of Authority Policy, GOV-08 Board Advocacy Policy, GOV-09 Purpose of Board Policy

Williams presented the four reports and policies together for the Board's consideration. There are no changes being recommended to the policies.

Motion #22-1831

That the Milton Public Library Board approve the following policies: GOV-05 Evaluation of CEO policy, GOV-06 Delegation of Authority Policy, GOV-08 Board Advocacy Policy, GOV-09 Purpose of the Board Policy

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

6.5 OP-11 Circulation Policy Recommendation

Williams presented the Circulation Policy and Staff are recommending to treat online membership and full membership without the need to have address verification, and updating the fines and fees information, as approved at the 2021 September Board meeting

Motion #22-1832

That the Milton Public Library Board approve the OP-11 Circulation policy

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

6.6 2021 Draft Annual Report

Williams presented the 2021 annual report, which provides a summary of MPL activities over the previous calendar year, seeking approval of the report prior to sharing with the staff at the Town of Milton.

Motion #22-1833

That the Milton Public Library Board approve the 2021 Annual Report

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

6.7 OP-02 Emergency Response Policy

Montesano presented the recommended changes to the OP-02 Emergency Response Policy which has been updated to reflect our experience over the COVID-19 pandemic.

Motion #22-1834

That the Milton Public Library Board approve OP-02 Emergency Response Policy

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

6.8 HR-10 Alcohol, Cannabis and Other Drugs

Montesano presented the HR-10 Alcohol, Cannabis and Other Drugs and is recommending the addition of the following sections; Additional Documents/References and Enquires

Motion #22-1835

That the Milton Public Library Board approve the HR-10 Alcohol, Cannabis and Other Drugs Policy

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

6.9 HR-39 Disconnecting from the Workplace

Montesano presented the draft Disconnecting from the Workplace Policy which has been developed in response to the legislative requirement resulting from the Working for Workers Act, 2021.

Motion #22-1836

That the Milton Public Library Board approve the Disconnecting from the Workplace Policy

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

6.10 Main Library expansion Funding update

Williams presented the report on the Main Library Expansion Budget update for the Board's approval. The Board was advised that Town of Milton council did not approve the budget request increase, as presented. As such, staff are recommending the appointment of an external consultant to undertake a detailed and fulsome cost analysis, which will be reviewed. Once reviewed Staff will bring back a revised request to the MPL Library Board for approval, which will be re-submitted, to Town of Milton council during the budget process.

Motion #22-1837

That the Milton Public Library Board approve the updated Main Library expansion budget increase process

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

6.11 Bookmobile (verbal update)

Williams presented a verbal update to the Board regarding MPL's Bookmobile. They were advised that due to current inflation the fully electric vehicle staff were considering is an additional \$400,000. The Board can approve an additional \$250,000 to be removed from the Library capital reserve, which will leave a \$150,000 shortfall. With the additional \$250,000 staff are able to move ahead with a Hybrid electric vehicle but not the fully electric model. The Board asked if there was an opportunity to fundraise for the shortfall. Williams advised that there is an opportunity for the Library to fundraise for these funds.

Motion #22-1838

That the Milton Public Library Board approve the release of \$250,000 from the capital reserve to contribute towards the funding of the Bookmobile and further that \$150,000 be raised through the implementation of a fundraising strategy for the funding of the shortfall to purchase a fully electric bookmobile.

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

7. Reports and Updates

7.1 Chief Librarian's Monthly Report

Williams highlighted some key activities from March and April 2022, including being the first public library to offer free books for people with print disabilities that impact their reading, through Library Archive. Williams also updated the Board that April saw the re-implementation of in person programming at all MPL Branches.

7.2 Council Update

Councillor Kristina Tesser Derksen reported on Town Council activities for March and April 2022.

7.3 HR Committee: Board Self-Evaluation has been deferred to the June meeting

7.4 Board Advocacy Committee: no update

8. Other Business:

8.1 Williams advised that he will be off on Vacation for the remainder of this week and next.

9. Member Announcements:

9.1 Councillor Kristina Tesser Derksen has advised that she will be seeking re-election to Town of Milton Council in October 2022

11. Next Meeting Date:

The next meeting will be held on Wednesday, 15th June, 2022 at 7:00 pm.

12. Adjournment:

Sarah Marshall moved to adjourn the meeting at 9:30pm. – carried.

Signed: _____

Sarah Marshall Chair
Milton Public Library Board

Signed: _____

Mark Williams, Chief Librarian
Milton Public Library Board