

Regular Meeting of the Milton Public Library Board  
**Wednesday, December 14, 2016**  
**Main Library Boardroom, 7:00 p.m.**

**Mission Statement**

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

**MINUTES**

**MEMBERS PRESENT:** Brad Boehmer (Chair), Daniel Cloutier, Margaret Warmels, Matthew Fabian, Sarah Marshall, Councillor Rick Malboeuf

**REGRETS:** Omer Amin, Councillor Rob Duvall, Councillor Zeeshan Hamid

**STAFF PRESENT:** Leslie Fitch, Mark Williams, Sherri Norris, Chris Jasztrab, Brenda deBruyne (Recorder)

Brad Boehmer (Chair) called the meeting to Order at **7:08 pm**

**1. Approval of Agenda**

“FOPL Request to Sponsor an Indigenous Library in Ontario” was added to the Agenda and marked Item # 5.8.

**That the Milton Public Library Board approve the December 14, 2016 Agenda as amended.**

**Moved by Councillor Rick Malboeuf, Seconded by Daniel Cloutier. Carried**

**2. Declaration of Interest**

None declared.

**3. Consent Agenda:**

**3.1 Approval of the Minutes of November 16, 2016**

Change to 4.7 to read, “Hamilton” instead of “Europe”.

**3.2 Correspondence**

A letter to Mayor Krantz, from patron Michael Clancy [a response from Brad Boehmer will be mailed to Mr. Clancy]; a Christmas card to Board and staff, from Mayor Krantz;

**3.3 Accounts (Operating and Capital for November)**

**3.4 Staff Reports**

- i. **Board items coming forward in December 2016 & January 2017**
- ii. **One Book One Milton 2016 Project Summary**
- iii. **Branch Profile Updates (Main, Beaty, Sherwood)**

**Motion #16-1571**

**That the Milton Public Library Board approve the Consent Agenda as amended for December 14, 2016.**

**Moved by Daniel Cloutier, Seconded by Sarah Marshall. Carried**

#### **4. Reports**

##### **4.1 CEO Monthly Report**

Fitch reviewed the report and highlighted MPL's participation in the Town of Milton's "Hometown Hockey" event. The YouTube video was viewed by the Board at the meeting; Fitch informed the Board that OLA has provided two tickets to the Thursday evening Awards Banquet, and one night's accommodation free of charge in recognition of MPL being shortlisted for the Angus Mowat Award.

##### **4.6 Council Update**

Councillor Rick Malboeuf advised that the Capital and Operating budget for MPL was passed by Council; Council approved the change from eight to four municipal ward boundaries that will be used starting in 2018 municipal election; the Town will be replacing the Fire Chief, as the current Chief has taken a new position in Richmond Hill.

##### **4.3 Finance**

###### **i. Monthly Financial Reports**

Daniel Cloutier reviewed the reports and advised that the budget is in order at both locations.

###### **ii. 2017 Operating/Capital Budget Update (verbal)**

Fitch outlined the success of the 2017 Operating and Capital Budget requested by the Board of Council, noting that the additional hours of operation for the Main Library (Monday evenings beginning in September), and the addition of a part-time HR professional (late 2017) was approved. The Councillors were thanked for their support.

###### **iii. YE Forecast**

Fitch reviewed the 2016 Year End Projection and stated that MPL is on track with previous reports.

###### **iv. Surplus Recommendation**

The Board reviewed the 2016 Year End Surplus Report and approved the recommendation as stated.

#### **Motion #16-1572**

**That Milton Public Library Board receive the report entitled "2016 Year End Surplus Recommendation",**

**And further,**

**That the surplus figure for the 2016 budget be confirmed at \$41,210 for Main, and \$6,790 for Beaty Branch with the remainder to go to the Library Tax Rate Stabilization Reserve.**

**Moved by Councillor Rick Malboeuf, Seconded by Daniel Cloutier. Carried**

*Due to inclement weather conditions not all Board members have arrived. As a result, Item # 5.1 under New Business will be next on the agenda.*

## **5. New Business**

### **5.1 2016 Annual Report Update** (distributed at meeting)

Fitch provided an update of the draft copy of the 2016 Annual Report; and will review the logistics of adding the patron first names to their respective comments.

#### **Motion #16-1573**

**That Milton Public Library receives the report entitled “2016 Annual Report Update”,**

**And Further,**

**That the Board approve the 2016 Annual Report in principle.**

**Moved by Daniel Cloutier, Seconded by Sarah Marshall. Carried**

### **5.2 Draft Annual Report Council Presentation and Speech** (distributed at meeting)

The Board reviewed the slide show for the MPL Annual Report to Council presentation (January 2017). The Board approved the recommendation as stated.

#### **Motion #16-1574**

**That the Milton Public Library Board approves the 2016 Annual Report presentation and power point for Council in principle.**

**Moved by Margaret Warmels, Seconded by Daniel Cloutier. Carried**

### **5.3 2016 Goals and Objectives/Work Plan Achievement Summary**

Fitch presented a summary to the Board which highlighted the achievements of the identified 2016 Goals and Objectives and associated Work Plan; it was noted that seven projects were deferred to 2017.

Matthew Fabian arrived at the meeting at 7:37 pm.

*Items on the agenda will resume order starting with item # 4.4 “HR Committee: Confidential Session re: CEO Evaluation”.*

- 4.4 HR Committee : Confidential Session re: CEO Evaluation**  
(all staff were excused from the meeting at 7:39 p.m.)  
(all staff returned at 7:50 p.m.)

It was Moved by Sarah Marshall, Seconded by Margaret Warmels to move into the Confidential Session regarding the CEO Evaluation at 7:39 pm. Carried

It was Moved by Matthew Fabian, Seconded by Councillor Rick Malboeuf to move out of the Confidential Session regarding the CEO Evaluation at 7:50 pm. Carried

- 4.5 Board Professional Development: LearnHQ**  
The SOLS website was displayed onscreen, and Warmels provided the Board with an overview of the site, providing examples of webinars available to Board members. Further examination of the site will take place at future meetings.

- 4.6 Board Advocacy Committee Report**  
Fabian presented a slide show of MPL's Advocacy Strategy with a copy of the presentation handed out at the meeting; he also provided a quick overview of the committee's report highlighting what advocacy means and positioning advocacy efforts around the theme of the *Transformative Effect of MPL*, meaning, it's not so much what MPL does, but the "effect" of what we do in the community.

- 4.7 SOLS Trustee Council: no report**

*Next item on the agenda is # 5.4 "2017 Library Board Report and Activities Schedule".*

- 5.4 Library Board Report and Activities Schedule**  
Fitch reviewed the new style of information in the Board packages to be issued in 2017; this new format will simplify and streamline the reports; and noted that Daryl Novak, Senior Advisor at SOLS who will be providing assistance to the Board in the CEO hiring process, will be attending the February meeting of the Board.

**Motion #16-1575**

**That Milton Public Library Board receives the report entitled "2017 Library Board Report and Activity Schedule Recommendation" for its information,**

**And further,**

**That the Board considers the recommendations outlined in the report and attachment, and provides direction to staff.**

Moved by Councillor Rick Malboeuf, Seconded by Margaret Warmels. Carried

### 5.5 Sherwood Branch /Branch Planning Update

Williams provided an update of the new library branch; he informed the Board that the Halton District School Board has expressed an interest in developing a partnership with MPL in the new branch; and corrected a misspelling of Jacquie Newton's name.

Councillor Rick Malboeuf left the meeting at 8:30 pm.

Daniel Cloutier left the meeting at 8:31 pm.

### 5.6 Library Leadership Council Recommendation

Fitch introduced the "Library Leadership Council" to the Board; this new committee will bring together ten CEO/Chief Librarians from public libraries across the GTA to enhance professional development and provide peer to peer support at the highest levels of public library administration; the Board approved the participation and costs of the yearly subscription in principle.

**That Milton Public Library Board approves the participation of the CEO in the Library Leadership Council,**

**And further,**

**That the Board approves the contribution of \$2,500 to cover the yearly subscription costs from the 2017 Operating Budget in principle for confirmation at the January 2017 meeting.**

**Moved by Sarah Marshall, Seconded by Margaret Warmels. Carried**

*Motion to be ratified at the January 18, 2017 Board meeting (no quorum)*

### 5.7 Culture Strategy Discussion Paper

The Board provided feedback on the Discussion Paper and suggested the following:  
Cut down the wording; refine the message; use more pictures up front

### 5.8 FOPL Request to Sponsor an Indigenous Library in Ontario

Fitch advised that FOPL is seeking financial support from public libraries to sponsor indigenous libraries in Ontario to become FOPL members. The cost of the donation is \$50.00.

**That Milton Public Library Board approves the donation of \$50.00 to sponsor an indigenous library in Ontario to become a FOPL member.**

**Moved by Margaret Warmels, Seconded by Sarah Marshall. Carried**

*Motion to be ratified at the January 18, 2017 Board meeting (no quorum)*

## 6. Member Announcements

Fitch reminded the Board of the change in the hours of operation over the Christmas break; Brad Boehmer wished everyone a safe and Happy Christmas.

**7. Next meeting date:** January 18, 2017

**8. Adjournment:** Brad Boehmer adjourned the meeting at **8:46 pm**

Signed: \_\_\_\_\_  
Brad Boehmer, Chair  
Milton Public Library Board

Signed: \_\_\_\_\_  
Leslie Fitch, Secretary/Treasurer  
Milton Public Library Board

APPROVED: January 18, 2017

DATED: January 18, 2017