

**Regular Meeting of the Milton Public Library Board
Wednesday, February 17, 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, Matthew Fabian, Councillor Rob Duvall, Councillor Rick Malboeuf, Sarah Marshall, Councillor Zeeshan Hamid, Omer Amin

REGRETS: Margaret Warmels

STAFF PRESENT: Leslie Fitch, Mark Williams, Anne O'Sullivan, Chris Jasztrab, Brenda deBruyne (Recorder)

Brad Boehmer (Chair) called the meeting to Order at **7:04 pm**

The Board provided introductions and welcomed Omer Amin to the Milton Public Library Board.

1. Approval of Agenda

No changes were made to the Agenda

That the Milton Public Library Board approve the February 17, 2016 Agenda.

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 January 20, 2016

3.2 Correspondence (Passed around to the Board members)

3.3 Accounts (Operating and Capital) January 2016

3.4 Staff Reports

i. Board items coming forward in February/March

ii. Family Literacy Day Summary

iii. Mayor's Gala Update

iv. Ontario Libraries Capacity Fund Grant application

v. Sherwood Community Centre/Branch Library

Fitch added that she also met with Kristene Scott, Director of Community Services to discuss the new development.

- vi. Telephone System Replacement
Jasztrab provided clarification of the report. Staff will confirm the costs subsequent to this Board meeting.
- vii. New Patron Registrations and Languages Read in the Home
Williams reviewed the report with the Board. Staff will follow up on how the benchmarking standards are applied in adding or adjusting the budget for the collection.
- viii. Records Management Update

Motion #1530

That the Milton Public Library Board approve the Consent Agenda for February 17, 2016.

Moved by Councillor Zeeshan Hamid, Seconded by Daniel Cloutier. Carried

Matthew Fabian arrived at the meeting 7:15

4. Reports:

4.1 CEO Monthly Report

Fitch welcomed Omer Amin and expressed appreciation to the Town for resolving the vacancy so quickly; the visit from the Minister of Tourism, Culture and Sport, Michael Coteau, on January 26th, MC'd by Brad Boehmer was a success; on January 26th, Brad Boehmer presented the MPL's 2015 Annual Report to Council; in early May, the Main Library will be closed until 12:30 pm to facilitate the annual "All Staff Meeting"; the hiring process for the Chamber of Commerce ED Search is going well; the OLA Conference report from managers and staff as well as the three Milton conference presentations will form part of the Board meeting in March; upon a query, a discussion was had with regard to how MPL patron numbers compare to other libraries; it was noted that a report regarding increasing MPL's card holders and newsletter subscribers will be brought forward to the March Board meeting; discussion was had with regard to loaning ipads to patrons.

4.2 Council Update

Councillor Rob Duvall provided an update on the Urban/Rural tax issue and noted that the 2016 Operating and Capital Budget recommendations from the Committee of the Whole will be before Council on Feb 22nd for ratification (Fitch and Williams will be in attendance).

4.3 Finance

i. Monthly Financial Reports:

Daniel Cloutier reported that financial figures are in order. He also highlighted the new financial summary spreadsheet with appreciation.

ii YE Forecast

Fitch reminded the Board that this report is not a final YE position, but she does not anticipate significant variations; the surplus is in line with previous reports.

iii. **2016 Operating and Capital Budget Update**

Fitch spoke briefly about the two night Operating and Capital Budget process at Council.

4.4 **HR Committee: Confidential Session regarding CEO Evaluation**

(all staff were excused from the meeting at 7:45 p.m.)

(all staff returned at 8:01 p.m.)

It was Moved by Sarah Marshall, Seconded by Councillor Rick Malboeuf to move into the Confidential Session at 7:45 pm. Carried

It was Moved by Matthew Fabian, Seconded by Sarah Marshall to move out of the Confidential Session at 8:01pm. Carried

4.5 **Board Policy Review**

This item is a new standing item on the agenda, and is intended to provide the Board with the opportunity to understand Board Policy in more detail. It will be led by Brad Boehmer, with input from all members. The Board Policy Manual was projected on the screen in the meeting for the Board's viewing. At this meeting, the Board reviewed policy #GOV-08 – Board Advocacy (noting the “Terms of Reference” need to be updated) and #GOV-09 – Purpose of the Board.

4.6 **SOLS Trustee Council (no report)**

The next meeting of the Trustee Council is in April.

4.7 **Advocacy Committee: Chair Appointment**

It was determined that Matthew Fabian will be the Chair and Omer Amin will join the committee. A committee meeting will be scheduled subsequent to this meeting.

5. **New Business**

5.1 **Public Printing Fee Recommendation**

Jasztrab outlined the report highlighting that colour printing will soon be available to the public.

Motion #15-1531

That Milton Public Library Board receives the report entitled “Public Printing Fee Recommendation”,

And Further,

That the Milton Public Library Board approves the recommended amendment to the public printing fee structure of \$0.40 per colour copy.

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

5.2 OLA Conference Summaries: Board members (verbal and/or written)

Matthew Fabian attended the Advocacy Session facilitated by Ken Haycock. He noted that advocacy has much to do with politics and persuasion, and the contacts provide the meaning behind it. The numbers are not as important as the result, so don't just show stats, but show the value of the investment (the "story" behind the numbers). A suggestion is to ask key people how to raise library presence. For example: Literacy issues have a large impact on the general population.

Brad Boehmer spoke to the OLBA Leadership By Design Session and provided a handout titled "Cut to the Chase", an Ontario public library governance at-a-glance.

Sarah Marshall spoke to the Public libraries Act Session. She noted that it is very important to understand and clearly identify the roles of staff and Board.

Daniel Cloutier spoke to How the Library is Structured, Evaluating the CEO (which should be a positive experience), and Data mining, which he found very interesting.

6. Member Announcements

Chris Jasztrab reminded the Board of the upcoming "Coldest Night of the Year" fundraising event to take place on Saturday, February 20th.

7. Next meeting date March 23, 2016

8. Adjournment Brad Boehmer adjourned the meeting at **8:37 pm**

Signed: _____
Brad Boehmer, Chair
Milton Public Library Board

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

APPROVED: March 23, 2016

DATED: March 23, 2016