

**Regular Meeting of the Milton Public Library Board
Wednesday, June 22, 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 Zeeshan Hamid, Councillor Rob Duvall, Omer Amin, Councillor Rick Malboeuf

GUEST: Rachel Van Riel, Director of Opening the Book & Ontario Libraries Capacity Fund (OLCF) Consultant

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

Brad Boehmer (Chair) called the meeting to Order at **7:00 pm**
Brad Boehmer welcomed and introduced Rachel Van Riel to the meeting.

1. Approval of Agenda

Item # 6.1 Main Library Lease Agreement Update moved to follow Item #3; under New Business, add Item #6.5 – Full-time & Part-time Collective Agreement with CUPE Local 4366.

That the Milton Public Library Board approve the June 22, 2016 Agenda as amended.

Moved by Councillor Rick Malboeuf, Seconded by Councillor Rob Duvall. Carried

2. Declaration of Interest

None declared.

3. Guest: Rachel Van Riel, Director of Opening the Book and OLCF grant funded consultant, Sherwood Community Centre and Library.

The consultant provided an overview of the Draft Report which is the culmination of phase one of the project. The consultant focused on the benefits of partnerships, shared space, space adjacencies, functional furniture and joint program delivery.

Councillor Zeeshan Hamid arrived at 7:20 pm.

6.1 Main Library Lease Agreement Update (Confidential Session)

(The Confidential Minutes of June 22, 2016 can be found under separate confidential cover)

It was Moved by Councillor Rob Duvall, Seconded by Omer Amin to move into the Confidential Session regarding Main Library Lease Agreement at 7:38 pm. Carried

It was Moved by Councillor Rob Duvall, Seconded by Daniel Cloutier to move out of the Confidential Session regarding Main Library Lease Agreement at 7:46 pm. Carried

Motion #16-1545

That the Milton Public Library receives the report entitled “Main Library Lease Agreement Update” for its information,

And Further,

That the Board approves the signing of the Lease

Moved by Councillor Zeeshan Hamid, Seconded by Councillor Rick Malboeuf. Carried

Leslie Fitch left meeting at 7:48 pm.

4. Consent Agenda:

4.1 Approval of the Minutes of May 18, 2016

The mover of the motion to approve the May 18th, 2016 agenda as captured in the minutes of the meeting of May 18th, 2016 was corrected to read Councillor Rob Duvall.

4.3 Correspondence (no correspondence)

4.3 Accounts (Operating and Capital) May 2016

4.4 Staff Reports

i. **Board items coming forward in June, July, & August 2016**

ii. **Laurier Milton Lecture Series 2015/2016 Summary**

The Board requested that Leslie Fitch provide the total number of attendees from 2015/16.

iii. **2016/2017 Program & Service Strategy for Newcomers, Teens & Adults**

iv. **Beaty Branch Repairs**

v. **Friends of the Library Update**

Advertising and recruitment will begin in the fall.

vi. **Sherwood Project Update**

vii. **2016 Culture Days Plan**

Motion #16-1546

That the Milton Public Library Board approve the Consent Agenda for June 22, 2016.

Moved by Councillor Zeeshan Hamid, Seconded by Councillor Rick Malboeuf. Carried

5. Reports

5.1 CEO Monthly Report

The Read & Ride and Summer Reading Club programs are set to launch June 25th. Councillor Mike Cluett will be in attendance in lieu of Mayor G. Krantz; the new competency based performance appraisal process and documentation prepared by the Deputy Chief Librarian has been approved for use by HR at the Town and will be implemented in the fall. There have been no issues with the online Board information portal; MPL participated in The Incredible Race Milton sponsored by the Chamber of Commerce and the team placed fourth overall. MPL is looking forward to participating next year; the labour/management meeting was held on May 24th and an agreement was reached on all items brought forward; MPL has received seven responses to the collection RFP and five vendors will be interviewed with decisions as to the successful proponent being made by late summer.

5.2 Council Update

Councillor Rick Malboeuf reported that the single tax issue is now complete; the downtown development in Milton has been postponed; discussions have begun with regard to the reconfiguration of Council in light of two new Regional Council seats for Milton.

5.3 Finance: Monthly Financial Reports

- i. **Monthly Financial Report** Daniel Cloutier reviewed the report and advised that the budget is in order at both branches; there was clarification on material expenses.
- ii. **Financial Audit 2015** Daniel Cloutier advised that the Board Finance Committee met with MPL staff on June 20th and reported the audit statement is in good order noting the total revenue is better than anticipated as a result of new hires with lower salaries, delays in hiring and the receipt of additional grants.

Motion #16-1547

That the Milton Public Library Board review the report entitled “2015 Financial Audit”

And Further,

That the 2015 Financial Statement prepared by KPMG be accepted as presented.

Moved by Daniel Cloutier, Seconded by Councillor Rob Duvall. Carried

5.4 HR Committee: Confidential Session concerning Student Page negotiations

(The Confidential Minutes of June 22, 2016 can be found under separate confidential cover)

It was Moved by Councillor Zeeshan Hamid, Seconded by Omer Amin to move into the Confidential Session regarding Student Page Union Negotiations at 8:10 pm. Carried

It was Moved by Daniel Cloutier, Seconded by Omer Amin to move out of the Confidential Session regarding Student Page Union Negotiations at 8:13 pm. Carried

Motion #16-1548

That the Milton Public Library accept the Memorandum of Settlement between Milton Public Library Board and Canadian Union of Public Employees and its Local 4366 for the Student Pages Contract, April 1, 2015 – March 31, 2017 Collective Agreement.

Moved by Councillor Rob Duvall, Seconded by Margaret Warmels. Carried

5.5 Board Policy Review

Three policies were reviewed by the Board: Powers and Duties of the Board; Meetings of the Board – it was suggested to incorporate the wording from policy #GOV-03 Duties and Responsibilities of Individual Board Members which reads, “a member is absent from the meetings of the Board for three consecutive months without being authorized by a Board resolution” is deemed to have a Board attendance problem; Collections Management Policy – this policy will be updated to reflect the current mission statement.

Omer Amin left the meeting at 8:22 pm.

Councillor Zeeshan Hamid left the meeting at 8:23 pm.

5.6 Library Board Advocacy Committee Update

No report.

5.7 SOLS Trustee Council: Meeting on April 23/16 in Georgetown

No report.

6. New Business

6.1 Moved to follow Item #3 of the agenda.

6.2 Ontario Libraries Capacity Fund Consultation Report

(Collaborative Service Delivery Model Draft Report distributed at the meeting)

The Board received the report and it will be reviewed by the Grant Steering Committee before coming back for Board approval.

6.3 Milton Public Library Board Annual Bylaw and Policy Update

The report was reviewed and changes in each policy will be completed by the fall; the Volunteer Management Policy is presently being reviewed by the Union.

Motion #16-1549

That the Milton Public Library Board receive the report entitled “Milton Public Library Board Policy and By-law Update”,

And Further,

That the Milton Public Library Board approve the proposed revisions to existing policies.

Moved by Councillor Rick Malboeuf, Seconded by Sarah Marshall. Carried

6.4 Library Fine/Fee Structure Review 2016

The Board reviewed the report noting that the maximum fine or fee per card will increase from \$5.00 to \$10.00; It was suggested that staff monitor the impact of these changes to gather statistical information and patron feedback.

Motion #16-1550

That the Milton Public Library Board receive the report entitled “Library Fine and Fee Structure Review”,

And Further,

That the Milton Public Library Board approve the recommended amendment to the fine and fee structure

Moved by Matthew Fabian, Seconded by Margaret Warmels. Carried

6.5 Full-time and Part-time Collective Agreement

(contract distributed at the meeting)

The Board received the signed contract for their information.

8. Member Announcements

Councillor Rick Malboeuf advised that the new Executive Director of the Chamber of Commerce Mario De Divitiis has resigned and his replacement will be sought; Anne O’Sullivan invited the Board to the launch of the Read and Ride and Summer Reading Club programs on June 25th; Matthew Fabian reported that he had volunteered at a school in Mississauga where they featured a local author Kathy Stinson to talk to students about her new book titled, “Red is Best”.

Sarah Marshall left the meeting at 8:43 pm.

9. Next meeting date: September 21, 2016

10. Adjournment: Brad Boehmer adjourned the meeting at **8:49 pm**

Signed: _____
Brad Boehmer, Chair
Milton Public Library Board

Signed: _____
Mark Williams, Deputy Chief Librarian

APPROVED: September 21, 2016

DATED: September 21, 2016