

Regular Meeting of the Milton Public Library Board
Wednesday, November 16, 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, Omer Amin, Councillor Rick Malboeuf

REGRETS: Councillor Rob Duvall

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

Brad Boehmer (Chair) called the meeting to Order at **7:00 pm**

1. Approval of Agenda

No changes were made to the Agenda.

That the Milton Public Library Board approve the November 16, 2016 Agenda.

Moved by Matthew Fabian, Seconded by Omer Amin. Carried

2. Declaration of Interest

None declared.

3. Consent Agenda:

3.1 Approval of the Minutes of October 19, 2016

3.2 Correspondence (none)

3.3 Accounts (Operating and Capital for October)

3.4 Staff Reports

i. Board items coming forward in November and December 2016

ii. Ontario Public Library Week Summary

iii. E-wareness Month Summary

iv. Geocaching Program Plan

v. 2016 Celebrating Stories Summary

Motion #16-1568

That the Milton Public Library Board approve the Consent Agenda for November 16, 2016.

Moved by Councillor Rick Malboeuf, Seconded by Matthew Fabian. Carried

4. Reports

7.1 CEO Monthly Report

Fitch advised that the updated Board photos and bios are posted on the MPL website; Fitch noted a more detailed Sherwood discussion will take place later in the agenda ; she put her name forward to the Chamber of Commerce as a Board member for a one year term; MPL has been short listed for the 2016 Angus Mowat Award of Excellence in recognition of the MPL's OBOM project; Tickets are still available to attend the "An Evening with Margaret Atwood" event on November 30th; MPL will work closely with the post-secondary campus in Milton regarding library services.

4.2 Council Update

Councillor Rick Malboeuf provided an update on Development charges and the projected per house hold cost; The transit report for next year's budget shows an increase in evening and Sunday service; the Sherwood project concept report was received by Council; the capital and operating budget for MPL is expected to be passed by Council of the Whole on Dec 12th; municipal ward boundaries are being reviewed.

4.3 Finance

i. Monthly Financial Reports

Daniel Cloutier reviewed the reports and advised that the budget is in order at both locations; pay equity and provincial grants have been received by MPL.

ii. YE Projection (distributed at meeting)

Fitch reviewed the October YE Projection.

iii. 2017 Budget Update (distributed at meeting)

Fitch reviewed the 2017 MPL Departmental Details contained within the 2017 Town of Milton in the proposed Capital and Operating Budget; an updated MPL's 2017 Budget worksheet was also distributed at the meeting.

4.4 HR Committee (Confidential Session regarding CEO Evaluation)

(all staff were excused from the meeting at 7:34 p.m.)

(all staff returned at 7:56 p.m.)

It was **Moved** by Councillor Rick Malboeuf, **Seconded** by Omer Amin to move into the Confidential Session regarding the CEO Evaluation at 7:34 pm. **Carried**

It was **Moved** by Daniel Cloutier, **Seconded** by Councillor Rick Malboeuf to move out of the Confidential Session regarding the CEO Evaluation at 7:56 pm. **Carried**

4.5 Board Policy Review: Amendment of Bylaws; Public Internet Access

Brad Boehmer reviewed the two policies; it was noted that the terms of the bylaws are imposed by Town Council; the Public Internet Access policy on the MPL website will be changed to note the current review date.

4.6 Board Advocacy Committee:

Matthew Fabian reported that the committee will provide a written report at the December Board meeting outlining the goals and objectives with timelines and will seek the Board's input to move forward with the strategies to be achieved in 2017.

4.7 SOLS Trustee Council:

Margaret Warmels reported on SOLS Trustee Council meeting held at the Waterdown Public Library on November 5. She highlighted e-book resources, staff-less libraries in Hamilton that are open 24/7 with security guards that are used for public study times only, and high-speed internet access in rural areas.

5. New Business

5.1 2016 Annual Report Process (distributed at meeting)

The Board reviewed the draft copy of the 2016 Annual Report and a few changes were made. Staff will continue to build on the final draft. An update of the report will be provided at the December Board meeting.

5.2 2017 Board Meeting Schedule

Fitch reviewed the schedule with the Board, and asked if there was a preference to adjust the March meeting timing to follow the week of the March Break. The Board agreed.

Motion #16-1569

That Milton Public Library Board approves the schedule of proposed meeting dates for 2017 as amended.

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

5.3 OLA Super Conference Board Attendance 2017

Williams provided an overview of the various workshops that will be held at the OLA Super Conference in 2017. Board members wishing to attend are asked to send their requests to Williams before Dec 18th.

5.4 Sherwood Project Update (design layout projected on the screen)

Fitch updated the Board on the project and highlighted various areas located within the library and the rationale for the space.

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

5.5 Board Christmas Acknowledgement for Staff

The Board reviewed the report and agreed with the recommendation to increase in the Board's contribution to the staff Christmas acknowledgement.

Motion #16-1570

That Milton Public Library Board approves the contribution of monies from the Board Expenses budget for the staff Christmas acknowledgement,

And further,

That the Board considers increasing the annual recognition from \$250 to \$300.

Moved by Matthew Fabian, Seconded by Margaret Warmels. Carried

6. Member Announcements

As per a request by the Board, staff will work with the Board to encourage activity and traffic on the MPL Board portal; Fitch announced that the Milton Choristers will be singing on December 3rd at MCA; library staff participated in the making of a video by singing the first verse of "The Hockey Song" in preparation for the "Hometown Hockey" event on December 17th and 18th in Milton; Matthew Fabian's daughter is participating in the production of the "Rogers Hometown Hockey Tour.

7. Next meeting date: December 14, 2016

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: December 14, 2016

DATED: December 14, 2016