

Regular Meeting of the Milton Public Library Board  
**Wednesday, October 19, 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

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

**GUEST:** Rachel Van Riel. Director, Opening the Book & Grant funded Consultant: Ontario Libraries Capacity Fund, Research & Innovation grant report

**GUEST:** Susan Wright. HR Consultant: Service Delivery Model Review report

Brad Boehmer (Chair) called the meeting to Order at **7:13 pm**

**1. Approval of Agenda**

No changes were made to the Agenda.

**That the Milton Public Library Board approve the October 19, 2016 Agenda.**

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

**2. Declaration of Interest**

None declared.

**3. OLCF Research & Innovation Grant Report: Presented by Rachel Van Riel**

Rachel Van Riel presented the final version of the Collaborative Service Delivery Model Report. Fitch thanked the presenter for her hard work in developing the framework which will be very useful in the development of the new Sherwood library branch.

**4. Service Delivery Model Review: Presented by Susan Wright (Confidential Session)**

(The Confidential presentation of October 19, 2016 can be found under separate confidential cover)  
Susan Wright presented the Report to the Board. She highlighted key findings and made recommendations related to the Service Delivery Model.

**It was Moved by Councillor Rob Duvall, Seconded by Margaret Warmels to move into the Confidential Session regarding the Service Delivery Model Review presentation by Susan Wright at 7:20 pm. Carried**

It was Moved by Daniel Cloutier, Seconded by Councillor Zeeshan Hamid to move out of the Confidential Session regarding the Service Delivery Model Review presentation by Susan Wright at 7:55 pm. Carried

Sarah Marshall left meeting at 7:53 pm.

**5. Consent Agenda:**

**5.1 Approval of the Minutes of September 21, 2016**

**5.2 Correspondence** (distributed at meeting)

**5.3 Accounts** (Operating and Capital for September)

**5.4 Staff Reports**

i. **Board items coming forward in October and November 2016**

ii. **Q3 Patron Feedback Summary**

iii. **Q3 Library Usage Statistics**

iv. **Culture Days Summary**

v. **Library as Place Conference Summaries**

vi. **Mayor's Gala Update**

**Motion #16-1558**

**That the Milton Public Library Board approve the Consent Agenda for October 19, 2016.**

Moved by Matthew Fabian, Seconded by Daniel Cloutier. Carried

**6. Reports**

**6.1 CEO Monthly Report**

Fitch advised that the first lecture of the Laurier Milton Lecture Series 2016/17 was held on Oct 12<sup>th</sup>; MPL distributed 800 stickers that allowed for free ridership on Milton Transit to patrons who participated in the summer "Read & Ride 2016" program; demand continues to grow for the "Kids and Me" outreach program; MPL has a new pilot program for tweens called "Storytelling With Scratch" that started Sept 27<sup>th</sup> and runs for 8 weeks.

**6.2 Council Update**

The Region of Halton has approved two additional regional Councillors; the hospital expansion is on track and the soft opening will be in April, 2017; approval of the fitness strategy has been deferred; the Provincial Growth Strategy discussions are ongoing.

**6.3 Finance**

i. **Monthly Financial Reports**

Daniel Cloutier reviewed the reports and advised that the budget is in order at both locations; this financial report will now be provided to the Board on a quarterly basis as a request from the Board starting January 2017; upon further discussion, Fitch will develop a streamlined approach to Board packages for Board consideration at the December Board meeting.

ii. **YE Projection**

Fitch provided an overview of the YE Projection report.

iii. **2017 Budget Reduction Packages** (distributed at the meeting)

Fitch provided an overview of the report citing no significant changes.

iv. **2017 Budget Reduction Packages** (distributed at the meeting)

Fitch reviewed the report; priorities in the report were discussed.

**Motion #16-1559**

**That the Milton Public Library Board review the proposed 2017 Operating Budget Reduction Packages outlined in this report,**

**And further,**

**That the Board rank the proposed reductions to the 2017 Draft Operating Budget in principle,**

**And further,**

**That staff be directed to provide the Town of Milton with this preferred Budget position, and to work with the Town in clarifying all Budget lines in preparation for the final numbers for the Budget document.**

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

v. **Budget Document Departmental Details** (distributed at the meeting)

Fitch reviewed the report and highlighted key points in the attached draft submissions; the Board provided input and discussed considerations.

**Motion #16-1560**

**That Milton Public Library Board review the report entitled “2017 Draft Departmental Details”,**

**And further,**

**That the information contained within the attached Library Departmental Details document be approved in principle.**

**Moved by Omer Amin, Seconded by Daniel Cloutier. Carried**

**6.4 HR Committee:**

No report

**6.5 Board Policy Review:**

Deferred to next meeting

**6.6 Board Advocacy Committee:**  
No report

**6.7 SOLS Trustee Council:**  
No report

**7. New Business**

**7.1 Volunteer Policy Recommendation** (from September)  
Williams reviewed the report which was accepted by the Board.

**Motion #16-1561**

**That Milton Public Library Board approve the policy recommendation in the report entitled “Volunteer Policy”.**

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

**7.2 Vulnerable Sector Screening Policy Amendments**  
Williams reviewed the report which was accepted by the Board.

**Motion #16-1562**

**That Milton Public Library Board approves the policy recommendation in the report entitled “Vulnerable Sector Screening Policy – Amendments”.**

**Moved by Daniel Cloutier, Seconded by Matthew Fabian. Carried**

**7.3 Provincial Culture Strategy** (from September)  
Fitch reviewed the report which was accepted by the Board.

**Motion #16-1563**

**That Milton Public Library Board receives the report entitled “Provincial Culture Strategy,” for its information,**

**And Further,**

**That Milton Public Library Board and Senior Staff track any outcomes that may be suggested as a result of the recommendations in the report vis-à-vis public library funding,**

**And Further,**

**That other considerations regarding partnership, networking, and service directions that result from strategies adopted as a result of this document be followed up by staff.**

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

**7.4 Sherwood Branch Project Update**

Fitch updated the Board on the project.

**7.5 Work Plan 20187 Approval**

Williams reviewed the report with the attached draft work plan which was approved by the Board.

**Motion #16-1564**

**That Milton Public Library Board review, amend and approve the 2017 Draft Library Work Plan based on the 2017 Goals and Objectives**

**Moved by Matthew Fabian, Seconded by Councillor Rob Duvall. Carried**

**7.6 LearnHQ Trustee Development**

Fitch informed the Board of the learning opportunities support by the Province and developed by FOLPL and OLA.

**Motion #16-1565**

**That Milton Public Library Board receive the report entitled LearnHQ Trustee Development,**

**And Further,**

**That Board members register for the learning course described in the report.**

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

**7.7 Friends of MPL: Overview Presentation**

Williams gave a power point presentation highlighting the responsibilities of the “Friends of MPL” project.

**7.8 Review and Approval of OLCF, Research & Innovation Grant Report**

Williams provided an overview of the summarized report regarding Item #3 of the Agenda which was approved by the Board.

**Motion #16-1566**

**That Milton Public Library Board approves the “OLCF Research & Innovation and Report”.**

**Moved by Omer Amin, Seconded by Councillor Rick Malboeuf. Carried**

**7.9 Review and Approval of the Service Delivery Model Review Report (Confidential)**

Fitch provided an overview of the summarized report regarding Item #4 of the Agenda which was approved by the Board in principle.

**Motion #16-1567**

**That Milton Public Library Board receives the report entitled “Service Delivery Model Review,”**

**And Further,**

**That the Board approves the recommendations being proposed, in principle.**

**Moved by Omer Amin, Seconded by Councillor Rob Duvall. Carried**

**8. Member Announcements**

Fitch advised that the next Laurier Milton Lecture will be held on November 9<sup>th</sup> and will be about “Archaeology at Old Fort Erie”; on November 8<sup>th</sup>, the Chamber of Commerce is hosting a breakfast event with the Honourable Kevin Flynn, Minister of Labour and Board members are welcome to attend; Board members are encouraged to complete the Website Re-design Committee’s survey questionnaire on MPL’s website; Oakville Public Library is undertaking a new CEO search.

**9. Next meeting date:** November 16, 2016

**10. Adjournment:** Brad Boehmer adjourned the meeting at **9:05 pm**

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

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

APPROVED: November 16, 2016

DATED: November 16, 2016