

Regular Meeting of the Milton Public Library Board  
**Wednesday, September 21, 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, Sherri Norris, Brenda deBruyne (Recorder)

Brad Boehmer (Chair) called the meeting to Order at **7:02 pm**  
Brad Boehmer welcomed everyone back from the summer break.

**1. Approval of Agenda**

Item # 4.5 is deferred to next meeting; Item # 4.3(iii) name changed to “2017” Draft Operating and Capital Budgets

**That the Milton Public Library Board approve the September 21, 2016 Agenda as amended.**

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

**2. Declaration of Interest**

None declared.

**3. Consent Agenda:**

- 3.1 Approval of the Minutes of June 22, 2016**
- 3.2 Correspondence** (distributed at meeting)
- 3.3 Accounts** (Operating and Capital for June, July, August)
- 3.4 Staff Reports**
  - i. Board items coming forward in September and October 2016**
  - ii. Canadian Library Association Conference Report: 2016**
  - iii. Laurier Milton Lecture Series 2016 – 2017**
  - iv. Public Library leaders Course**
  - v. Q2 Patron Feedback Summary**
  - vi. Customer Survey Result – September 2016**
  - vii. Q2 Library Usage Statistics**
  - viii. 2016 Ontario Public Library Week Plan**
  - ix. OLCF Research and Innovation Grant Update**
  - x. One Book, One Milton Project – September Update**

- xi. **2016 Summer Reading Program Summary**
- xii. **Eawareness Month outline**
- xiii. **New Horizons for Seniors Program Grant**

**Motion #16-1551**

**That the Milton Public Library Board approve the Consent Agenda for September 21, 2016.**

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

**4. Reports**

**4.1 CEO Monthly Report**

Fitch highlighted the successful conclusion of the Lease; the Good Citizenship nomination for Jan Mowbray; the Service Delivery Model project; Pay Equity maintenance project; the number and variety of creative teen programs; the great success of the Summer Programs for children; Beaty repairs; and the Web Redesign project. On a question, she noted the developing process for input/decision making re: Sherwood.

**4.2 Council Update**

Councillors attended the AMO conference and provided an update. Councillor Hamid also highlighted the new Milton Courthouse, and the decision to reduce the size of Council, to take effect for the next municipal election in 2018.

**4.3 Finance:**

- i. **Monthly Financial Reports** (June, July, August) Daniel Cloutier reviewed the reports and advised that the budget is in order at both locations for June, July, and August
- ii. **2016 Year End Projection: September Update**  
Fitch provided an overview of the YE Projection report.
- iii. **2017 Draft Operating and Capital Budgets** (distributed at the meeting)  
The Board Finance Committee met with MPL staff on Sept 19<sup>th</sup> to review the Operating and Capital Budgets for 2017 and requested additions to the proposed Operating Budget. Daniel Cloutier presented the recommendations, including the new items stemming from the Finance Committee meeting.

**Motion #16-1552**

**That Milton Public Library Board approves the 2017 Draft Capital Budget and Ten Year Capital Forecast 2017 – 2026, in principle,**

**And Further,**

**That Milton Public Library Board approve the ranking of the capital projects contained within the report.**

**Moved by Councillor Zeeshan Hamid, Seconded by Omer Amin. Carried**

**Motion #316-1553**

**That the Milton Public Library Board reviews the proposed Draft Operating Budget as outlined in the report entitled “2017 Draft Operating Budget Review”, with attachment,**

**And further,**

**That the Board approve the Budget in principle,**

**And further,**

**That staff be directed to provide the Town of Milton with the recommended Budget position.**

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

**4.4 HR Committee:** (no report) (Draft copy of first & second Confidential Sessions to be approved from the June 22, 2016 meeting)

**It was Moved by Matthew Fabian, Seconded by Daniel Cloutier to accept the first Confidential Minutes of June 22, 2016 regarding the Main library lease agreement. Carried**

**It was Moved by Daniel Cloutier, Seconded by Margaret Warmels to accept the second Confidential Minutes of June 22, 2016 regarding the Student Page Union Negotiations. Carried**

**4.5 Board Policy Review: Amendment of Bylaws; Purchasing**  
Deferred to next meeting.

**4.6 Board Advocacy Committee** (no report)

**4.7 SOLS Trustee Council:** (no report – next meeting date Saturday, November 5<sup>th</sup>)

**5. New Business**

**5.1 Non-Union Staff 2016 COLA**

Fitch provided an overview of the report which was reviewed and approved by the Board.

**Motion #16-1554**

**That Milton Public Library Board receives the report entitled “Non-Union Staff 2016 COLA”**

**And Further,**

**That the Board approve a payment of a 2% cost of living adjustment, retroactive from April 1, 2016**

for non-union staff.

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

## 5.2 2017 Draft Goals and Objectives

Williams outlined the draft 2017 Goals and Objectives, which were approved by the Board without amendment. The 2017 draft Work Plan (which is the tool used by staff to track the progress of achieving the Annual Goals and Objectives) was presented to the Board for information at the September meeting. It will be considered for approval at the October Board meeting.

### Motion #16-1555

**That Milton Public Library Board reviews, amends as necessary, and approves the 2017 Draft Goals and Objectives.**

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

## 5.3 Library Vendor Contract Award Recommendation

Williams reviewed the report, noting that the new suppliers will enhance MPL's collection strengths.

### Motion #16-1556

**That the Milton Public Library Board Approve the library materials contracts with Whitehots, Library Services Centre, Library Bound and Multicultural Books & Videos for a two year period commencing on January 1, 2017 and ending on December 31, 2018 with an additional three optional one year terms being at the sole discretion of Library staff, based on an acceptable level of service.**

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

## 5.4 CEO Goals – September Update

Fitch reviewed the progress to date of the assigned 2016 CEO Goals.

## 5.5 Friends of MPL

Williams reviewed the report and the Board approved the draft constitution of the Friends of MPL in principle. This item will be added to the October Board meeting for further discussion.

### Motion #16-1557

**That the Milton Public Library Board approve the policy recommendation in the report entitled "Friends of MPL",**

**And Further,**

**That the Milton Public Library Board approve the draft constitution of the Friends of MPL in principle.**

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

**5.6 Board Profile Project: Board Biographies and Photographs**

Fitch asked that since the online Board biographies and photographs are not yet complete that members provide updated information. Further, Board members were asked to attend the next Board meeting on October 19<sup>th</sup> one half hour earlier in order to have individual and group pictures taken.

Sarah Marshall left the meeting at 9:00 pm.

**5.7 Volunteer Policy**

Deferred to next meeting.

**5.8 Sherwood Update**

Fitch advised that the project is moving forward, and, upon questions, noted that a reporting/decision making process will soon be established between MPL and the Town to insure all project deadlines and requirements will be met. Board members Margaret Warmels and Omer Amin, along with Fitch, Williams, Norris, Jasztrab and O'Sullivan attended the Public Information Sessions held at the SportsCentre on September 14<sup>th</sup>. Comments received were summarized and forwarded to the Town. The Board was further advised that Rachel Van Riel will be in attendance at the October meeting to present her final Library Without Walls report.

**5.9 Provincial Culture Strategy**

Deferred to next meeting.

**6. Member Announcements**

Councillor Rick Malboeuf had an opportunity to tour at the new Milton hospital and was impressed with the state-of-the-art facilities. The development of the hospital is expected to be completed in April 2017. Matthew Fabian advised that he and his children participated in MPL's "Golden Ticket" program and it was a huge hit with his children.

**7. Next meeting date:** October 19, 2016

**8. Adjournment:** Brad Boehmer adjourned the meeting at **9:20 pm**

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

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

APPROVED: October 19, 2016

DATED: October 25, 2016