

**Regular Meeting of the Milton Public Library Board**

Wednesday, April 19, 2017

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, Sarah Marshall, Matthew Fabian, Councillor Rick Malboeuf, Omer Amin

**REGRETS:** Councillor Rob Duvall, Councillor Zeeshan Hamid

**STAFF PRESENT:** Leslie Fitch, Mark Williams, Chris Jasztrab, Sherri Norris, Brenda deBruyne (Recorder)

Brad Boehmer (Chair) called the meeting to Order at **7:09 pm**

**1. Approval of Agenda**

No changes were made to the agenda.

**That the Milton Public Library Board approve the April 19, 2017 Agenda.**

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

**2. Declaration of Interest**

None declared.

**3. Closed Session for Confidential Items: CEO Succession Planning**

(Mark Williams, Chris Jasztrab, Sherri Norris, Brenda deBruyne were excused from the meeting at 7:11 p.m., and returned at 8:03 p.m.)

**It was Moved by *Sarah Marshall*, Seconded by *Margaret Warmels* to move into the Confidential Session regarding the CEO Succession Planning at 7:11 pm. Carried**

**It was Moved by *Councillor Rick Malboeuf*, Seconded by *Sarah Marshall* to move out of the Confidential Session regarding the CEO Succession Planning at 8:03pm. Carried**

**4. Consent Agenda and Information items:**

**4.1 Approval of the Minutes of March 22, 2017**

**4.2 Correspondence** – no correspondence

**4.3 Accounts (Operating and Capital)** for March

#### 4.4 Staff Reports

**i. Sherwood Branch / Boyne Planning Update**

Williams provided the Board with an update on the progress to date.

**ii. Q1 Patron Feedback Summary**

Williams advised the Board that when patron comments are received, they are directed to the appropriate staff member for review.

**iii. Service Options Consultancy**

**iv. Friends of MPL Update**

Williams advised that ongoing updates will be provided to the Board on a monthly basis as to the activities of the group.

#### Motion #17-1588

**That the Milton Public Library Board approve the Consent Agenda for April 19, 2017.**

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

#### 4.5 Information Items

**i. Globe and Mail Insert (handed out at meeting)**

Fitch circulated the Milton focused Globe & Mail “Perspective” document, which includes MPL’s advertisement, to the Board.

### 5. Decision Items

#### 5.1 Media Communications Policy update

The Board reviewed and approved the policy.

#### Motion #17-1589

**That the Milton Public Library Board approves the recommendation within the report entitled “Media Communications Policy update”.**

**Moved by Matthew Fabian, Seconded by Margaret Warmels. Carried**

#### 5.2 Negotiating Committee Board Representative Recommendation (deferred from the March meeting)

Fitch presented the Board with the deferred report from the March meeting.

#### Motion #17-1590

**That the Milton Public Library Board receive the report entitled “Negotiating Committee Board Representative Recommendation”,**

**And Further,**

**That effective immediately, the Milton Public Library Board no longer appoints a Library Board Representative to the Management Negotiating Committee,**

**And Further,**

**That Staff be directed to make the necessary associated changes to Board Policy, and alert CUPE Local 4366 that this change has been made.**

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

### **5.3 HR Service Delivery Model Implementation Recommendations**

Fitch reviewed the HR Service Delivery Model implementation with the Board for its information.

### **5.4 Q1 Departmental Quarterly Reports**

Norris reviewed the report on behalf of the other Managers with the Board and invited them to provide feedback; the Board endorsed the new model.

#### **Motion # 17-1591**

**That Milton Public Library Board receives the report entitled “Q1 Departmental Quarterly Reports”,**

**And Further,**

**That the Board provides feedback to staff on the utility of the content of the Quarterly Department Reports.**

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

### **5.5 Library Board Election of Officers**

Brad Boehmer declared that the election of officers commence and opened the floor for nominations for the position of Chair. Brad Boehmer was nominated. There were no further nominations, and he was elected by acclamation. Brad Boehmer opened the floor for nominations for the position of Vice-Chair. Daniel Cloutier was nominated. There were no further nominations and he was elected by acclamation.

#### **Motion #17-1592**

**That annual elections be held for the following positions as per the Milton Public Library Board Governance Policy:**

**Library Board Chair, Brad Boehmer and Library Board Vice-Chair, Daniel Cloutier**

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

## **6. Reports**

### **6.1 CEO Monthly Report**

Fitch reviewed the report and advised the Board that the TedX program will not be implemented at this time; the Chamber partnership program (CLIC – Chamber Library Information Cohort) will begin in early May; Norris participated in the Literacy North Halton Executive Director hiring process; Williams was interviewed by Cogeco TV Broadcasting with regard to the Laurier Milton Lectures Series presentation “The Battle of Vimy Ridge” held on March 8<sup>th</sup>.

### **6.2 Council Update**

Councillor Rick Malboeuf provided an update from Council including the naming rights for the Milton Centre for the Arts and the Rural Advisory Committee decision.

### **6.3 Financial Quarterly Report**

Daniel Cloutier reported on the quarterly report sighting no anomalies and noting the report is easy to understand.

### **6.4 2016 YE Position (to be circulated at meeting)**

The YE projection was circulated for information; Fitch noted that staff is working with the Town to correct the formula used to calculate part-time OMERS related costs.

### **6.5 HR Committee**

No report.

### **6.6 Board Education**

No report

### **6.7 Board Advocacy Committee (verbal update)**

The powerpoint has been created and will be handed over to Kendra Oxley for review and refinement; Williams will reach out to the Toronto Public Library Foundation and Matthew Fabian will approach the Milton District Hospital Foundation in the hope that they will help to inform and assist in the development of the advocacy to the community; a draft report is expected to be brought before the Board at the June meeting.

### **6.8 SOLS Trustee Council**

Margaret Warmels advised the Board that she is unable to attend the next council meeting to be held on April 29<sup>th</sup> and asked if another Board member would like to attend; a follow up email will be sent.

## **7. Other Business**

No other business.

**8. Member Announcements**

- 8.1** Williams revealed the name of the OBOM book and author to the Board along with an update of the activities surrounding the project.
  
- 8.2** The Board is reminded that the Board portal will be changed to “Office 365” on April 20th and “Alfresco” will no longer be used; Jasztrab will send out an email to the Board members with details of the new portal.
  
- 8.3** Councillor Malboeuf noted that Board members would be welcome to attend the Mayor’s 80<sup>th</sup> birthday celebration from 1 – 3 pm. at Town Hall on April 20<sup>th</sup>.

**10. Next meeting date:** May 17, 2017

**11. Adjournment:** Brad Boehmer adjourned the meeting at **9:17** pm

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

Signed: \_\_\_\_\_  
Leslie Fitch, Chief Librarian/CEO  
Milton Public Library Board

APPROVED: May 17, 2017

DATED: May 17, 2017