

Regular Meeting of the Milton Public Library Board
Wednesday, June 21, 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, Councillor Rick Malboeuf, Omer Amin, Councillor Rob Duvall, Councillor Zeeshan Hamid, Matthew Fabian

STAFF PRESENT: Leslie Fitch, Mark Williams, Brenda deBruyne (Recorder)

Brad Boehmer (Chair) called the meeting to Order at **7:15 pm**

1. Approval of Agenda

No changes were made to the agenda.

That the Milton Public Library Board approve the June 21, 2017 Agenda.

Moved by Sarah Marshall Seconded by Councillor Rob Duvall. Carried

2. Declaration of Interest

None declared.

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

i) CEO Selection Committee update

ii) Negotiations update

(Mark Williams, Brenda deBruyne were excused from the meeting at 7:17 pm., and returned at 7:35pm.) (Leslie Fitch was excused from the meeting at 7:27 pm., and returned at 7:35 pm.)

It was Moved by Councillor Rob Duvall, Seconded by Sarah Marshall to move into the Confidential Session regarding CEO Selection Committee update and Negotiations update at 7:17 pm. Carried

It was Moved by Sarah Marshall, Seconded by Councillor Rick Malboeuf to move out of the Confidential Session regarding CEO Selection Committee update and Negotiations update at 7:45 pm. Carried

- * *Motion #17-1597 was made in the Confidential Session regarding CEO Selection Committee update.*
- * *A report was distributed in the Confidential Session regarding Negotiations update*

4. Consent Agenda:

4.1 Approval of the Minutes of May 17, 2017

4.2 Correspondence

A thank you letter for years of service at MPL signed by Brad Boehmer to an MPL staff member who is retiring.

A letter of appreciation signed by Leslie Fitch was sent to Dr. Max Blouw, President and Vice Chancellor, Wilfrid Laurier University.

4.3 Accounts (Operating and Capital) for May

4.4 Staff Reports

- i. **Sherwood Branch / Boyne Planning Update**
- ii. **Laurier Milton Lecture Series 2016/2017 Summary**
- iii. **2017 Culture Days Plan**
- iv. **Friends of MPL – June update**
- v. **Alternate Service Delivery Options Project – June Update**
- vi. **Ontario Arts Council – Ontario Arts Presenters Projects Grant Success**

Motion #17-1598

That the Milton Public Library Board approve the Consent Agenda for June 21, 2017.

Moved by Councillor Zeeshan Hamid, Seconded by Councillor Rob Duvall. Carried

5. Information Items:

5.1 Summer Newsletter (distributed at meeting)

5.1 Revised Board contact information (distributed at meeting)

5.3 Website Redesign Project Update, plus presentation

Williams presented the new design concept on behalf of Jasztrab, and reported on the progress to date. Feedback from the Board regarding the new site will be shared with the Redesign committee.

6. Decision Items

6.1 Naming Rights Policy Recommendations

Fitch provided the Board with an overview of the report and a discussion was had regarding the wording of the policy; a suggestion was made to add timelines surrounding naming rights to the policy. Staff will follow up with the Town.

Motion #17-1599

That the Milton Public Library Board approve the recommendation within the report entitled “Naming Rights Policy Recommendation” in principle, and as amended.

And further,

That staff provide the Board with an updated Naming Rights Policy upon the conclusion of the review currently being undertaken by Town of Milton Staff.

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

6.2 Friends of MPL Memorandum of Understanding

Williams reviewed the Memorandum of Understanding. Minor wording adjustments were suggested and approved by the Board.

Motion #17-1600

That the Milton Public Library Board approves the recommendation within the report entitled “Friends of MPL Memorandum of Understanding” in principle.

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

6.3 2017 Economic Impact Study

Fitch reviewed the report with the Board and provided an explanation and verification as to the content. Staff will ensure that background detail regarding how the outcomes were derived will be made available to the public. Minor wording adjustments were made and approved by the Board.

Motion #17-1601

That the Milton Public Library Board endorse the key findings of this report on the economic impact of MPL;

And further,

That this information form a part of ongoing MPL advocacy work;

And further,

That the key findings of this analysis be strategically publicized.

Moved by *Omer Amin*, Seconded by *Sarah Marshall*. Carried

6.4 Milton Public Library Board Annual Bylaw and Policy Update

The Board reviewed and approved the policy update.

Motion #17-1602

That 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 Rob Duvall, Seconded by Margaret Warmels. Carried

6.5 Library Fine/Fee Structure Review 2017

Williams provided the Board with the annual review of the Fine/Fee structure on behalf of Norris. The recommended changes were reviewed and approved by the Board.

Motion #17-1603

That the Milton Public Library Board receive the report entitled “Library Fines / Fees / Revenue Structure Review”,

And further,

That the Milton Public Library Board approve the recommended amendment to the Fines and Fee Structure.

Moved by Sarah Marshall, Seconded by Councillor Rob Duvall. Carried

7. Reports and Updates:

7.1 CEO Monthly Report

Fitch advised that MPL staff are continuing to customize the new Board portal in Office 365 and a presentation to the Board will be provided once it is complete; template changes to the existing policies are being made to keep the format consistent; MPL staff are working on a new personnel manual for non-union staff; staff quarterly reports will be available at the September Board meeting.

7.2 Council Update

Councillor Rick Malboeuf highlighted the Town’s sign bylaw review; a new digital sign at the GO station has been approved; a \$5,000 grant has been received to bring the RCMP musical ride to the Mohawk Racetrack in August; Responsibility for the cycling program at the Velodrome has been transferred to the National Cycling Institute Milton; the

Town is within budget as at the end of May; Milton's new population sign has been updated to reference the most recent census data.

Daniel Cloutier, Omer Amin, and Councillor Zeeshan Hamid left the meeting at 8:29 pm.

7.3 2016 Financial Audit

The Audit was approved by Town Council and MPL's Finance Committee has endorsed the findings at an earlier meeting. The Board reviewed and approved the report.

Motion #17-1604

That Milton Public Library Board review the report entitled "2016 Financial Audit"

And Further,

That the 2016 Financial Statement prepared by KPMG be accepted as presented.

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

7.4 HR Committee

No report

7.5 Board Education: FN-01 Mission Statement

Deferred to a future meeting due to time constraints.

7.2 Board Advocacy Committee (verbal update)

Matt Fabian provided an update of the committee's progress. It is anticipated that the draft advocacy Powerpoint presentation will be delivered to MPL staff in August. Once staff have provided their feedback, a final draft of the presentation will be completed and delivered to the Board at either the September or October meeting of the Board, before being used with groups in the community.

7.7 SOLS Trustee Council

No report

8. Other Business

No other business.

9. Member Announcements

TedxMilton is scheduled to begin in September; TD Summer Reading Program and the Read & Ride Program launches June 24th.

10. Next meeting date: September 20, 2017

11. Adjournment: Brad Boehmer adjourned the meeting at **8:46** pm

Signed: _____
Brad Boehmer, Chair
Milton Public Library Board

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

APPROVED: September 20, 2017

DATED: September 20, 2017

* *The Confidential Report and Motion # 17-1597 is located in the locked filing cabinet in MPL's administrative office.*