

Regular Meeting of the Milton Public Library Board

Wednesday, October 18, 2017
Main Library Boardroom, 7:00 p.m.

Mission Statement

The Milton Public Library empowers the community to: Read. Learn. Create. Connect.

MINUTES

MEMBERS: Brad Boehmer (Chair), Daniel Cloutier, Omer Amin, Sarah Marshall, Councillor Zeeshan Hamid, Councillor Rob Duvall, Matthew Fabian

REGRETS: Margaret Warmels, Councillor Rick Malboeuf

STAFF: Leslie Fitch, Anne O’Sullivan, Chris Jasztrab, Sherri Norris, Brenda deBruyne (Recorder)

Brad Boehmer (Chair) called the meeting to Order at **7:05** pm.

1. Approval of Agenda

Item #6.3(ii) – **2018 Budget Document Draft Departmental Details:** updated by an amended report and attachment.

That the Milton Public Library Board approve the October 18, 2017 Agenda as amended.

Moved by *Omer Amin*, Seconded by *Matthew Fabian*. Carried

2. Declaration of Interest

None declared.

3. Closed Session for Confidential Items:

a) Approval of Confidential Minutes of September 20, 2017 (to be circulated at meeting)

The minutes of the September 20, 2017 Confidential Session were circulated and approved by the Board.

That the Milton Public Library Board approve the September 20, 2017 Minutes of the Closed Session.

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

4. Consent Agenda:

4.1 Approval of the Minutes of September 20, 2017

4.2 Approval of the Minutes of the Special Meeting of October 5, 2017

4.3 Correspondence

1. Champion News – September 21, 2017, Chamber Awards Scholarships;
2. Chamber News – September 21, 2017, Sherwood Community Centre construction and Multi-purpose spaces

4.4 Accounts (Operating and Capital) for August, September 2017

4.5 Staff Reports

i. Q3 Departmental Quarterly Reports

Social media statistics will be included in future quarterly stat reports. The Advocacy Slide Deck may be updated to include more information about MPL partnerships.

ii. Q3 Public Feedback Summary

iii. Culture Days Summary

iv. Library as Place Conference Summaries

v. 2017 Ontario Public Library Week Plan

Motion #17-1613

That the Milton Public Library Board approve the Consent Agenda for October 18, 2017.

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

5. Information Items:

5.1 Town Policy – Use of Corporate Resources for Elections

5.1 MPL Board / Staff OLA Trustee Bootcamp Session

Margaret Warmels, Daryl Novak, and Leslie Fitch will be facilitating the session.

5.3 Friends of MPL Update

6. Decision Items

6.1 MPL Work Plan 2018

Fitch provided the Board with an overview of the draft report and advised that a draft copy of the Board Work Plan 2018 will be available at the November Board meeting.

Motion #17-1614

That Milton Public Library Board review, amend and approve the 2018 Draft Library Work Plan based on the 2018 Goals and Objectives.

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

6.2 Remote Participation at Library Board meetings: Policy Update (1 Attachment)

The present Board Policy BL-05 was reviewed, and it was noted that the bylaw would be further updated in June to include the new Agenda format.

Motion #17-1615

That Milton Public Library Board reviews and approves the changes to Board Policy BL-05 (attached) as outlined in the report entitled ‘Remote Participation at Library Board meetings: Policy Update’.

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

6.3 2018 Budget Operating and Capital Budget Updates

- i. 2018 Operating and Capital Budget Approved Reduction Positions (2 Attachments)**
Staff shared the reports that formed the Agenda package of the Special Board meeting held on October 5, 2017 with the entire Board (the reports had been circulated at the October meeting).
- ii. 2018 Budget Document Draft Departmental Details (1 Attachment)**
The Board reviewed the updated and amended report and attachment.

Motion #17-1616

That Milton Public Library Board review the report entitled “2018 Budget Document Draft Departmental Details”,

And further,

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

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

- iii. 2018 Budget Document Reduction Package Wording**
The Board reviewed the recommended wording regarding budget reduction items.

Motion #17-1617

That Milton Public Library Board receive the report entitled “2018 Budget Document Reduction Package Wording,”

And further,

That the Board approve the proposed wording to be included within the Budget Reduction Package.

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

6.4 Integrated Library System Server Recommendation

The report was reviewed by the Board. The Council request will be brought forward to the November meeting for approval.

Motion #17-1618

That Milton Public Library Board receives the Report entitled “Integrated Library System Server Recommendation” for its information,

And further,

That the MPL Board approves the request for server funding to go before Council in November.

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

7. Reports and Updates:

7.1 CEO Monthly Report

Fitch advised that she will remain on the Milton Chamber of Commerce Board for another year; and that the culminating One Book, One Milton event “An Evening with Yann Martel” held on September 14th was very successful. She clarified that the number of Student Page changes of status were as a result of the students heading to university.

7.2 Council Update

Councillor Zeeshan Hamid highlighted the Fiscal Impact Assessment for the Sustainable Halton Lands; and the Velodrome Legacy Fund.

7.3 Financial Quarterly Reports (Q2 and Q3)

Daniel Cloutier reviewed both reports with the Board and advised that expenditures are in order for both locations.

7.4 2017 YE Projection (to be distributed at meeting)

Fitch reviewed the report with the Board, noting that its position is in line with previous years, and as per financial reports received by the Board to date in 2017.

7.5 HR Committee

No report.

7.6 Board Education: FN-01 Mission Statement; OP-09 Purchasing

Both policies were reviewed and discussed by the Board. Staff noted that MPL’s Purchasing Policy is based on the Town’s purchasing process.

7.7 Board Advocacy Committee (verbal update)

Matthew Fabian advised that the Board Advocacy Committee met twice over the summer with different staff groups to test the presentation. As a result of which, the slide deck look and feel will be refined. Next steps will be outlined at a future Board meeting.

7.8 SOLS Trustee Council

No report. The next meeting will be on November 4th.

8. Other Business

No other business.

9. Member Announcements

Fitch informed the Board that the Milton Philharmonic Orchestra will be performing “Spooky Songs” on Saturday, October 21st, at the Main Library.

10. Next meeting date: November 15, 2017

11. Adjournment: Brad Boehmer adjourned the meeting at **8:37** pm

Signed: _____
Brad Boehmer, Chair
Milton Public Library Board

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

DATED: November 15, 2017

APPROVED: November 15, 2017