

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

Wednesday, September 20, 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), Margaret Warmels, Daniel Cloutier, Omer Amin, Sarah Marshall, Councillor Zeeshan Hamid, Councillor Rick Malboeuf, Councillor Rob Duvall, Matthew Fabian

**GUESTS:** Greg Young, Director, TCI Management Consultants, Hannah Calinescu, Associate, TCI Management Consultants & Katherine Slimman, Principal, Bibliotechs Inc.

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

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

Brad Boehmer welcomed everyone back from the summer break and introduced Nathan Birch who was in attendance to observe the meeting.

**1. Approval of Agenda**

Item #7 – **Decision Items:** were moved to follow Item #3 - **TCI Alternative Service Delivery Project Presentation;** Item #7.3 – **Alternative Service Delivery Option final Report** will be moved ahead of Item #7.1 – **2018 Draft Goals and Objectives;** Item #7.2 will be amended to read as follows, Item # 7.2(a) **2018 Draft Capital Budget and Ten Year Capital forecast 2018- 2027** and Item #7.2(b) **2018 Draft Operating Budget Review.**

**That the Milton Public Library Board approve the September 20, 2017 Agenda as amended.**

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

**2. Declaration of Interest**

None declared.

**3. TCI Alternative Service Delivery Project Presentation**

Greg Young presented the final version of the Alternative Service Delivery Report for the Milton Public Library. Discussions highlighted the potential for book vending kiosks, holds lockers, and mobile hotspots. Fitch thanked the consultants for their work in developing the framework.

**7. Decision Items:**

**7.3 Alternative Service Delivery Options Final Report**

Williams reviewed the report with the Board who approved the report with the recommended amendment.

**Motion #17-1605**

That Milton Public Library Board receives the “Alternative Service Delivery Options - Final Report DRAFT”

And Further,

That Milton Public Library Board approves the recommendations as amended contained within the draft report, in principle.

**Moved by Councillor Rick Malboeuf, Seconded by Sarah Marshall. Carried**

**7.1 2018 Draft Goals and Objectives**

Williams provided an overview of the report and highlighted some of the key projects for 2018; the Board approved the Draft 2018 Goals and Objectives with the inclusion of one new objective to the Board information. Jasztrab confirmed that MPL’s new website should be ready to launch the first week in November 2017.

**Motion #17-1606**

That Milton Public Library Board reviews, amends as necessary, and approves the 2018 Draft Goals and Objectives, as amended.

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

**7.2 a) 2018 Draft Capital Budget and Ten Year Capital Forecast 2018- 2027**

The Board Finance Committee met with MPL staff on Sept 18<sup>th</sup> to review the Operating and Capital Budgets for 2018; Daniel Cloutier presented the draft recommendations and the Board approved the report with minor adjustments.

**Motion #17-1607**

That Milton Public Library Board approves the 2018 Draft Capital Budget and Ten Year Capital Forecast 2018 – 2027 in principle, as amended,

And Further

That the Committee approve the ranking of the capital projects contained within the report.

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

**7.2 b) 2018 Draft Operating Budget Review**

Daniel Cloutier reviewed the report; Fitch provided clarification on changes to the part-time and full-time costs for staff; the library's reserves will be used to offset the one time CEO retirement overlap expenses; it was noted there will be an increase in cost for the electronic products as MPL increases online services.

**Motion #17-1608**

That the Milton Public Library Board reviews the proposed Draft Operating Budget as outlined in the report entitled "2018 Draft Operating Budget Review", with attachment,

And further,

That the Board approves the "Additional Asks" 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 Omer Amin. Carried**

**4. Closed Session for Confidential Items:**

- a) **Approval of Confidential Minutes of June 21, 2017**
- b) **Non-Union Staff 2017 COLA**

(Mark Williams, Anne O'Sullivan, Sherri Norris, Chris Jasztrab, Brenda deBruyne were excused from the meeting at 8:40 pm., and returned at 8:45 pm.)

It was **Moved by Daniel Cloutier, Seconded by Sarah Marshall** to move into the Confidential Session regarding Approval of Confidential Minutes of June 21, 2017 and Non-Union Staff 2017 COLA at 8:40 pm. **Carried**

**It was Moved by Sarah Marshall, Seconded by Margaret Warmels** to move out of the Confidential Session regarding Approval of Confidential Minutes of June 21, 2017 and Non-Union Staff 2017 COLA at 8:45 pm. **Carried**

\* *Motion #17-1609 was made in the Confidential Session regarding Non-Union Staff*

**5. Consent Agenda:**

**5.1 Approval of the Minutes of June 21, 2017**

**5.2 Correspondence**

- **To:** MPL Board & Staff, Thank you card **From:** Sarah Marshall

- **To:** MPL Board, Thank you card **From:** retired staff person
- **To:** MPL Board, Thank you for participating **From:** Milton Chamber of Commerce
- **To:** MPL Thank you for participating – Honourable Mention Cert. **From:** Library and Archives Canada
- **To:** MPL, Thank you for your donation **From:** The Salvation Army
- **To:** MPL Board, Thank you card **From:** retired staff person

**5.3 Accounts (Operating and Capital) for June, July**

**5.4 Staff Reports**

- CEO 2017 ALA Conference Summary**
- Q2 Departmental Quarterly Reports**
- Q2 Patron Feedback Summary**
- Sherwood Branch Update**
- Friends of MPL – September Update**
- Laurier Milton Lecture Series 2017 – 2018**
- One Book, One Milton* 2017 Project Summary**
- 2017 Summer Reading Program Summary**
- E-Wareness Month, 2017 Outline**

**Motion #17-1610**

That the Milton Public Library Board approve the Consent Agenda for September 20, 2017.

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

**6. Information Items:**

**6.1 Revised Board contact information** (distributed at meeting)

*NOTE: Item #7 Decision Items moved to follow Item #3 TCI Alternative Service Delivery Project Presentation*

**8. Reports and Updates:**

**8.1 CEO Monthly Report**

Fitch reminded the Board that the report is for June, July, and August; the Q2, and the YE forecast will be available at the October Board meeting.

**8.2 Council Update**

Councillor Rob Duvall provided an update regarding AMO attendance; the technology corridor; downtown re-zoning, and the possibility of the Canadian Open moving to Rattlesnake Golf Club from Oakville.

*Sarah Marshall left the meeting at 8:50 pm.*

**8.3 Board Education: FN-01 Mission Statement and OP-07 Public Internet Access Policy**

The FN0-01 Mission Statement was deferred to a future meeting due to time constraints; as a result of the situation at Ottawa Public Library that has recently been in the news, the Board reviewed the Public Internet Access Policy. O’Sullivan outlined the procedures that staff follow at MPL, and reassured the Board that these methods have been and continue to be successful.

**8.4 Board Advocacy Committee (verbal update)**

Matt Fabian advised that the PowerPoint presentation is near completion and the library staff will have an opportunity to view the presentation and give feedback; it is expected that the presentation will be available at either the October or the November Board meeting.

**8.5 SOLS Trustee Council**

No report

**9. Other Business**

MPL will be hosting the #1 New York Times bestselling young adult author Maggie Stiefvater at the FirstOntario Arts Centre Milton on Nov 6<sup>th</sup> to discuss her newest novel called, “All the Crooked Saints”. A book signing will follow.

**10. Member Announcements**

**11. Next meeting date:** October 18, 2017

**12. Adjournment:** Brad Boehmer adjourned the meeting at **9:08** pm

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

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

APPROVED: October 18, 2017

DATED: October 18, 2017

\* *The Confidential Reports and Motion # 17-1609 is located in the locked filing cabinet in MPL’s administrative office.*