

Regular Meeting of the Milton Public Library Board
Wednesday, April 18, 2018
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, Matthew Fabian, Councillor Zeeshan Hamid, Councillor Rick Malboeuf, Sarah Marshall, Margaret Warmels, Omer Amin

REGRETS: Councillor Rob Duvall

STAFF: Leslie Fitch, Mark Williams, Sherri Norris, Chris Jasztrab, Brenda Hrynuik (Recorder)

GUEST: Kimberly Silk, Brightsail Consulting

Brad Boehmer (Chair) called the meeting to order at **7:11** p.m.

1. Approval of Agenda:

Item # 8.1 "CEO Retirement Planning Update" is added to the agenda.

That the Milton Public Library Board approve the April 18, 2018 Agenda as amended.

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

2. Declaration of Interest: None declared.

3. Economic Impact Study: Update and Discussion

("Measuring the Economic Impact of Libraries" document was distributed)

Fitch introduced Kimberly Silk who delivered a presentation regarding the development of the Economic Impact Study process. Key components demonstrate social/economic value, and tangible benefits. A discussion and Q & A's followed the presentation.

4. Consent Agenda:

4.1 Approval of the Minutes of March 21, 2018

4.2 Correspondence: Thank you card from Joan Faehrmann, retired staff member; Thank you letter from the Honourable Indira Naidoo-Harris, Minister of Education, Minister Responsible for Early Years and Child Care; a letter regarding funding for Ontario public libraries from the Honourable Daiene Vernile, Minister of Tourism, Culture and Sport.

4.3 Accounts (Operating and Capital) for March 2018

4.4 Staff Reports

- i. Q1 Patron Feedback Summary and Customer Satisfaction Summary
- ii. Q1 Departmental Quarterly Reports
- iii. Sherwood Branch Planning Update
- iv. Friends of MPL Update
- v. Records Management Update

Motion #18-1635

That the Milton Public Library Board approve the Consent Agenda for April 18, 2018.

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

5. Information Items:

5.1 Quest Milton bookmarks

Williams advised that MPL is working with the Town on a promotional campaign.

6. Decision Items:

6.1 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. Sarah Marshall was nominated. There were no further nominations, and she was elected by acclamation.

Brad Boehmer opened the floor for nominations for the position of Vice-Chair. Margaret Warmels was nominated. There were no further nominations and she was elected by acclamation.

Brad Boehmer opened the floor for nominations for the position of Chair of the Financial Committee. Matthew Fabian was nominated. There were no further nominations, and he was elected by acclamation.

Brad Boehmer opened the floor for nominations for the position of Chair of the Advocacy Committee. Omer Amin was nominated. There were no further nominations, and he was elected by acclamation.

Motion # 18-1636

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

Library Board Chair, Sarah Marshall and Library Board Vice-Chair, Margaret Warmels.

Chair of Finance Committee Matthew Fabian

Chair of Advocacy Committee Omer Amin

Moved by Councillor Zeeshan Hamid, Seconded by Councillor Rick Malboeuf, Carried
Staff will follow up with the appropriate stakeholders to advise of election results.

6.2 Sherwood Branch Opening Day Collection recommendation

Williams reviewed the report and provided the rationale for assigning each vendor their respective tasks.

Motion #18 - 1637

That the Milton Public Library Board receives the report “Sherwood Branch Opening Day Collection recommendation”

And Further,

That the Milton Public Library Board approve collection vendors ‘Whitehots’ and ‘Library Bound’ as the providers of library materials forming the Opening Day Collection at the Sherwood Branch Library.

Moved by Matthew Fabian, Seconded by Margaret Warmels, Carried

6.3 Formal Approval: Town of Milton Policy – Use of Corporate Resources for Elections

Fitch reviewed the report and provided an update with recommendations.

Motion # 18-1638

That Milton Public Library formally approves the Town of Milton’s Use of Corporate Resources for Elections Policy as it may pertain to Milton Public Library.

Moved by Councillor Zeeshan Hamid, Seconded by Sarah Marshall, Carried

6.4 Economic Impact Study Recommendation

Fitch provided an update to the Board with reference to the presentation made by Kimberly Silk.

Motion # 18-1639

That the Milton Public Library Board endorse updating the Economic Impact Study with 2017 figures following the presentation at the April meeting of the Board;

And further,

That this information form a part of ongoing marketing, communication and advocacy work.

Moved by Councillor Zeeshan Hamid, Seconded by Sarah Marshall, Carried

7. Reports and Updates:

7.1 CEO Monthly Report

Leslie Fitch advised that the Milton Chamber CEO evaluation process is complete; metrics will be built into future MPL'S Strategic Marketing and Communications Plans; the Board met with Fitch to complete the CEO Evaluation; Fitch and Williams are scheduled to meet with the CEO of Guelph PL in May regarding reciprocal borrowing; the meeting hosted by Fitch with HALINET and the Honourable Indira Naidoo-Harris regarding public library funding was successful; the FOPL/OLA funding brief was endorsed by Town Council; the IS Manager position interviews are scheduled for next week; Daryl Novak's Hoopla article has been reviewed and is in production.

7.2 Council Update - verbal

Councillor Zeeshan Hamid provided the Board with an update regarding building applications; official funding of the Wilfrid Laurier/Conestoga College campus was announced.

7.3 Q1 Financial Quarterly Report

Daniel Cloutier reviewed the financial reports and noted that the budgets are in-line for the current year.

7.4 HR Committee

Margaret Warmels noted that the CEO evaluation is complete.

7.5 Board Education: Library Board Legacy Project

Brad Boehmer noted he would defer this discussion to the May meeting due to time constraints.

7.6 Board Self-Evaluation 2018 – Verbal Update

Margaret Warmels reported on the outcome; the following four goals are identified.

1. Update the Board legacy document
2. Evaluate the orientation of new Board members
3. Improve communication to stakeholders
4. Support new Board transition process

A verbal report will be available at the next Board meeting.

7.7 Board Advocacy Committee: Q1 Summary (verbal)

Matthew Fabian advised that the committee met with the "Friends of MPL" group and will work together to coordinate efforts to share strategies. The Board Advocacy Committee would like to meet with MPP Indira Naidoo-Harris to present their position.

7.8 SOLS Trustee Council: Report of April 14th Meeting

The SOLS meeting was postponed due to inclement weather. A future date is yet to be re-scheduled.

8. Other Business:

8.1 CEO Retirement Planning Update

Staff save Mark Williams were excused from this portion of the meeting which addressed funding matters.

9. Member Announcements

Fitch informed the Board that the Milton & District Horticultural Society is celebrating “National Garden Day” by hosting an event in the garden at Main on June 16th at 11 a.m. Board members are welcome.

9. Next meeting date: May 16, 2018.

10. Adjournment: Brad Boehmer adjourned the meeting at **9:05** p.m.

Signed: _____
Brad Boehmer, Chair
Milton Public Library Board

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

DATED: May 16, 2018

APPROVED: May 16, 2018