

Regular Meeting of the Milton Public Library Board
Wednesday, June 20, 2018
Main Library Boardroom, 7:00 p.m.

Mission Statement

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

MINUTES

MEMBERS: Sarah Marshall (Chair), Brad Boehmer, Daniel Cloutier, Matthew Fabian, Councillor Rick Malboeuf, Councillor Rob Duvall, Margaret Warmels, Councillor Zeeshan Hamid

REGRETS: Omer Amin

STAFF: Leslie Fitch, Mark Williams, Laura Shtern, Brenda Hrynuik (Recorder)

GUEST: Leslie Williamson, Manager, Purchasing and Risk Management, Town of Milton

Sarah Marshall (Chair) called the meeting to order at **7:00** p.m.

1. Approval of Agenda:

Introduction of Laura Shtern, MPL's Manager, Information Services & Programming was added to the agenda.

That the Milton Public Library Board approve the June 20, 2018 Agenda as amended.

Moved by Brad Boehmer, Seconded by Matthew Fabian. Carried

Mark Williams introduced and welcomed Laura Shtern who provided the Board with a brief background of her career to date.

2. Declaration of Interest: None declared.

3. Closed Session for Confidential Items: Legal issue and CEO Contract

(Leslie Williamson, Leslie Fitch, Mark Williams, Laura Shtern, and Brenda Hrynuik were excused from the Confidential Session when the Board discussed the *CEO Contract* at 7:40 p.m.; staff returned except for Leslie Williamson at 8:04 p.m.)

Councillor Rob Duvall attended the meeting at 7:44 p.m.

It was Moved by Matthew Fabian, Seconded by Councillor Rick Malboeuf, to move into the Confidential Session regarding the Legal issue and CEO Contract at 7:05 p.m. Carried

It was Moved by Councillor Rob Duvall, Seconded by Margaret Warmels to move out of the Confidential Session regarding the Legal issue and CEO Contract at 8:04 p.m. Carried

4. Consent Agenda:

4.1 Approval of the Minutes of May 16, 2018; Approval of the Confidential Minutes of May 16, 2018 – Negotiations update

The draft confidential minutes regarding the *Negotiations update* in the Confidential Session on May 16th, 2018 were distributed and approved by the Board.

4.2 Approval of the Special Board Meeting minutes of May 30, 2018; Approval of the Confidential Minutes of May 30, 2018 - Approval of the CEO Contract

The draft confidential minutes regarding the *Approval of the CEO Contract* in the Confidential Session on May 30, 2018 were distributed and approved by the Board.

- **Motion #18-1647** was made in the Confidential Session of May 30, 2018 regarding *Approval of the CEO Contract*.

4.3 Correspondence: No Correspondence

4.4 Accounts (Operating and Capital) for May 2018

4.5 Staff Reports

i. Laurier Milton 2017/2018 Lecture Series Summary

ii. 2018 All Staff Meeting & Appreciation Lunch Summary

Replaced “2017” with “2018” on first page of the report to amend a typo.

Motion #18-1648

That the Milton Public Library Board approve the Consent Agenda as amended for June 20, 2018.

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

5. Information Items:

5.1 Economic Impact Postcard

Leslie Fitch advised that the report is expected to be posted on MPL’s website by the end of June.

5.2 Updated Board Member Contact Information (to be distributed at meeting)

The Board received an updated Board Member Contact Information dated June 14, 2018.

6. Decision Items:

6.1 Milton Public Library Board Annual Bylaw and Policy Update

Mark Williams reviewed the report and advised that once MPL's HR Manager is appointed, they will conduct a thorough review of all existing policies.

Motion # 18-1649

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 Councillor Rick Malboeuf, Carried

6.2 Library Fine / Fee Structure Review 2018

Mark Williams advised that the recommended increase in the cost of proctoring exams is in line with other neighbouring libraries who offer the service.

Motion # 18 -1650

That the Milton Public Library Board receive the report entitled "Library Fine / Fee Structure Review".

and further,

That the increase to the exam proctoring fee be approved.

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

6.3 Non-Union Staff 2018 COLA

Mark Williams provided a rationale for the proposed cost increase, which is in line with the amount approved at the Town of Milton.

Motion # 18-1651

That Milton Public Library Board receives the report entitled "Non-Union Staff 2018 COLA"

And Further,

That the Board approve a payment of a 1.7% cost of living adjustment, retroactive from April 1, 2018 for non-union staff.

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

6.4 Recording of Board Meeting Minutes: Pilot Project

Mark Williams provided an explanation of the need for the use of a recording device to capture the minutes at Board meetings.

Motion #18-1652

That Milton Public Library Board receives the report entitled “Recording of Board Meeting Minutes: Pilot Project

And Further,

That the Board approve the pilot project to record Board Meeting Minutes, commencing at the September Board meeting

Moved by Councillor Zeeshan Hamid, Seconded by Daniel Cloutier, Carried

6.5 2017 Financial Audit

Leslie Fitch advised that the audit was approved by Town Council and MPL’s Finance Committee has endorsed the findings at a previous Finance Committee meeting.

Motion #18-1653

That Milton Public Library Board review the report entitled “2017 Financial Audit”

And Further,

That the 2017 Financial Statement prepared by KPMG be accepted as presented.

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

7. Reports and Updates:

7.1 CEO Monthly Report

Leslie Fitch provided a brief summary due to time pressures.

7.2 Council Update - verbal

Councillor Zeeshan Hamid advised of the summer Council schedule; subdivision agreements; Council compensation; transit contract renewal.

7.3 HR Committee: No Report

7.4 Board Education: Library Board Legacy Project – Report (to be distributed at meeting)

Brad Boehmer distributed a draft copy of the Board accomplishments from the 2014 – 18 term, and the goals for the incoming Board members. The Board reviewed the report. Staff will create a formal record/document.

7.5 Board Self-Evaluation 2018: Report (to be distributed at meeting)

Margaret Warmels distributed a draft copy of the Board Member Goals for 2018-19 Milton Public Library. The Board reviewed the document with amendments.

Motion #18-1654

That the Milton Public Library Board approve the Board Member Goals for 2018 – 19 as amended.

Moved by Councillor Zeeshan Hamid, Seconded by Matthew Fabian, Carried

7.6 Board Advocacy Committee: No Report

7.7 SOLS Trustee Council: Next meeting November 10, Idea Exchange

8. Other Business:

It was noted that this is Leslie Fitch’s last official Board meeting. The Board offered their congratulations for her contributions, and thanked her for a job well done.

9. Member Announcements

Mark Williams informed the Board that on Saturday, June 23rd, MPL will launch the TD Summer Reading Club and the 10th Annual Read & Ride Program.

10. Next meeting date: September 19, 2018.

11. Adjournment: Sarah Marshall adjourned the meeting at **8: 47** p.m.

Signed: _____
Sarah Marshall, Chair
Milton Public Library Board

Signed: _____
Mark Williams, Chief Librarian/CEO
Milton Public Library Board