

Regular Meeting of the Milton Public Library Board
Wednesday, November 21, 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, Councillor Rick Malboeuf, Margaret Warmels, Councillor Rob Duvall, Omer Amin, Matthew Fabian, Councillor Zeeshan Hamid (arrived at 7:12)

Staff: Mark Williams, Mai Lu, Vito Montesano, Cyndi Duncan (Recorder)

Sarah Marshall (Chair) called the meeting to order at **7:01** p.m.

1. Approval of Agenda:

Four additions were made to the Agenda: 8.1 Board Package from Mark Williams; 8.2 Beaty Fire Drill Update from Vito Montesano; 8.3 Annual Report Update from Mark Williams; 8.4 Peak Moments from Omer Amin

That the Milton Public Library Board approve the November 21, 2018 Agenda as amended.

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

2. Declaration of Interest: None declared.

3. Closed Session for Confidential Items

It was Moved by Margaret Warmels, Seconded by Councillor Rob Duvall to move into the Confidential Session regarding a Staffing Update (verbal) at 7:02 pm. Carried

It was Moved by Councillor Rick Malboeuf, Seconded by Councillor Rob Duvall, to move out of the Confidential Session regarding a Staffing Update (verbal) at 7:15 pm Carried

4. Consent Agenda:

4.1 Approval of the Minutes of 24th of October 2018

4.2 Correspondence (none)

4.3 Accounts (Operating and Capital) for October

4.4 Staff Reports

i. MPL Budget Document Details

ii. Town Hall Update

Motion #18-1665

That the Milton Public Library Board approve the Consent Agenda for November 21, 2018.

Moved by *Brad Boehmer*, **Seconded by** *Councillor Rob Duvall*, **Carried**

5. Information Items:

5.1 Winter Newsletter

A copy of the Winter Newsletter was distributed to Board Members at the meeting.

6. Decision Items:

6.1 2019 Goals and Objectives Draft Board Action Items

The Board reviewed and approved the 2019 Goals and Objectives Draft Board Action Items.

Motion #18-1666

That the Milton Public Library Board approve the 2019 Goals and Objectives Draft Board Action Items.

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

6.2 2019 Draft Board Work Plan

The Board reviewed and approved the 2019 Draft Board Work Plan.

Motion #18-1667

That the Milton Public Library Board approve the 2019 Board Work Plan.

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

6.3 2019 Board Meeting Schedule

The Board reviewed and approved the 2019 Board Meeting Schedule.

Motion #18-1668

That the Milton Public Library Board approve the schedule of proposed meeting dates for 2019.

Moved by *Margaret Warmels*, **Seconded by** *Daniel Cloutier*, **Carried**

6.4 MPL Board Christmas Acknowledgement for Staff

The Board agreed to contribute monies towards the staff Christmas acknowledgement.

Motion #18-1669

That the Milton Public Library Board approve the contribution of monies from the Board Expenses budget for the staff Christmas acknowledgement, in the amount of \$500.

Moved by Brad Boehmer, Seconded by Daniel Cloutier, Carried

6.5 MPL Procedural By-Law

The Board reviewed and approved the MPL Procedural By-Law for recruiting new Board members. This will form part of the new Board Orientation Package.

Motion #18-1670

That the Milton Public Library Board approve the MPL Procedural By-Law, as amended.

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

6.6 Board Orientation Package

A copy of the new Board Orientation binder was uploaded to the online Board Portal for review and reference.

Motion #18-1671

That the Milton Public Library Board approve the Board Orientation Package.

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

7. Reports and Updates:

7.1 Chief Librarian's Monthly Report

Williams highlighted a few of this month's items: Shelving RFP for Sherwood Branch has been issued with a view to awarding the contract by the end of January 2019; the usage of MPL's gaming app, Quest Milton, is continually being monitored and it has an extraordinary 60% retention rate. Due to the continued great response to the app, MPL has submitted two applications for awards: ALA's Presidential Citation for International Innovation and PLA's Upstart Innovation Award. Williams was asked to give an overview of his first 90 days to the Public Library Leaders cohort with Lita Barrie, the new CEO at Burlington Public Library. MPL is now a member of the Urban Libraries Council. The new Marketing and Communications Coordinator will join us on the 26th of November. Her name is Ashley Directo and she joins us from Clark's Canada. Montesano graduated from the Advanced HR

Law program at Osgoode Hall, further strengthening MPL's in-house HR expertise. The Kids 'n Me program is continuing to grow in strength with an average of 45 children attending per week. Circulation continues to increase this month.

7.2 Meetings with Councillors – verbal update

Williams reported that he has had successful meetings with all of the new councillors.

7.3 OLA Super Conference Board Attendance

A summary of key sessions at the 2019 OLA Super Conference of interest to Board Members was outlined; in particular the Library Board Boot Camp and the three sessions being given by MPL librarians.

7.4 Council Update – verbal

Councillor Zeeshan Hamid reported that no council meeting is held in November of election years. The inaugural meeting with the new councillors, along with their families, will be on December 3rd at the FOACM. The first budget meeting will be December 10th, hearing from public delegates, with the final budget to be deliberated and passed in January.

7.5 November Year-End Projection

Williams reported that at 82% of the year, the expenses at both branches are approximately 81%. Revenues have increased and a surplus is expected.

7.6 HR Committee: No Report

7.7 Board Advocacy Committee: No Report

7.8 SOLS Trustee Council – verbal update

Warmels attended the SOLS meeting at the Idea Exchange in Cambridge on November 10th, 2018. SOLS officials reported on meetings with the new provincial government; the goal of creating an Ontario-based digital library; and Board orientation and governance for new CEOs and new Boards. Information from other libraries was shared.

8. Other Business:

8.1 Board Package

Williams reported that a review of other libraries' Board Packages was conducted and compared to MPL's. Research showed that the MPL Board Package is well presented, however some changes will be made to relay information more succinctly, largely to the Consent Agenda and the Chief Librarian's Monthly Report.

8.2 Beaty Fire Drill Update

Montesano reported that the Beaty Fire Plan is up-to-date and a fire drill was held on November 15th.

8.3 Annual Report

Williams reported that based on feedback from the Director of Finance, the MPL Annual Report will be going forward to Council in April in order to show actual financial information for the reporting year.

8.4 Peak Moments

Board Member Amin presented ideas he found in the book “The Power of Peak Moments” by Chip and Dan Heath, for engaging a Board in a more meaningful learning process for the workplace they are representing. This is achieved by shadowing some of the workers in their jobs.

9. Member Announcements:

Councillor Rick Malboeuf announced that he won't be continuing with the Library Board in the next term. Sarah Marshall thanked him for his contributions on behalf of the Board.

10. Next Meeting Date:

The next meeting will be held on Wednesday, December 12th, at 7:00 pm.

11. Adjournment:

Margaret Warmels moved to adjourn the meeting at **8:25** p.m; seconded by Sarah Marshall – carried.

Signed: _____
Sarah Marshall, Chair
Milton Public Library Board

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