

Regular Meeting of the Milton Public Library Board

Wednesday, September 19, 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 (arrived at 7:15), Councillor Rick Malboeuf, Margaret Warmels, Councillor Zeeshan Hamid, Omer Amin

REGRETS: Councillor Rob Duvall

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

GUEST: Glen Cowan, Director of Finance, Town of Milton

Sarah Marshall (Chair) called the meeting to order at **7:04** p.m.

1. Approval of Agenda:

No changes were made to the agenda.

That the Milton Public Library Board approve the September 19, 2018 Agenda.

Moved by, Daniel Cloutier, Seconded by Brad Boehmer. Carried

2. Declaration of Interest: None declared.

3. Financial Policies: Update and Discussion (verbal update)

Mark Williams introduced and welcomed Glen Cowan who provided the Board with an update on the changes to the Town's financial policies.

4. 2019 Budget Process: Update and Discussion (verbal update)

Glen Cowan provided the Board with a brief update on the Town's 2019 budget process. Williams discussed how the new process affects MPL.

5. Closed Session for Confidential Items:

5.1 Approval of Confidential Minutes of 11th July, 2018 re: Proposed Staffing Model Changes (to be circulated at meeting)

5.2 Approval of Confidential Minutes of 20th of June, 2018 re: CEO Contract & Legal issue (to be circulated at meeting)

5.3 Legal issue update (verbal update)

(Staff, except for Williams left the meeting room at 7:30 p.m. and returned at 7:48 p.m.)

It was Moved by Margaret Warmels, Seconded by Matthew Fabian to move into the Confidential Session regarding Approval of the Confidential Minutes of 11th of July, 2018 re: Proposed Staffing Model Changes; Approval of the Confidential Minutes of 20th of June, 2018 re: CEO Contract & Legal issue; Legal issue update (verbal update) at 7:35 pm. Carried

It was Moved by Daniel Cloutier, Seconded by Councillor Zeeshan Hamid to move out of the Confidential Session regarding Approval of the Confidential Minutes of 11th of July, 2018 re: Proposed Staffing Model Changes; Approval of the Confidential Minutes of 20th of June, 2018 re: CEO Contract & Legal issue; Legal issue update (verbal update) at 7:48 pm Carried

- The draft confidential minutes of 11th July, 2018 - Proposed Staffing Model Changes were distributed and adopted by the Board.
- The draft confidential minutes of 20th of June, 2018 - CEO Contract & Legal issue were distributed and adopted by the Board.

Both documents are located in the locked cabinet in the Administrative Area at Main.

6. Consent Agenda:

6.1 Approval of the Minutes of 20th of June 2018

6.2 Correspondence:

- Thank you letter from Leslie Fitch (retired Chief Librarian/CEO)

6.3 Accounts (Operating and Capital) for June, July, August

6.4 Staff Reports

i. Q2 Departmental Quarterly Report

Williams distributed the Q2 Statistics report as an attachment to this report.

ii. Q2 Patron Feedback Summary and Customer Satisfaction Summary

iii. Sherwood Branch Update

Williams has obtained the fee structure of naming rights at other libraries with a view to informing the appropriate levels at Sherwood.

iv. *One Book, One Milton* 2018

v. Dav Pilkey Event Summary

vi. E-Wareness, 2018 Outline

vii. Culture Days 2018

viii. Recruitment Update

Motion #18-1656

That the Milton Public Library Board approve the Consent Agenda for September 19, 2018.

Moved by Daniel Cloutier, Seconded by Omer Amin, Carried

7. Information Items:

7.1 Board Accomplishments 2014-18

7.2 Future Board meetings / Board package (verbal update)

Williams advises that he, along with the HR Manager, and the Deputy Chief Librarian, will be working to streamline the information provided to Board members. The new package is expected to be complete by 2019.

7.3 Board Legacy Content (verbal update)

Williams indicated that this item should read “Board Library Orientation Content”. He is presently working with the Markham Public Library to develop a new orientation package before the new Board term is in place and hopes to have an update for the November Board meeting.

7.4 2018 OBOM postcard (to be distributed)

The postcard was distributed.

7.5 2018 Culture Days flyer (to be distributed)

The flyer was distributed.

8. Decision Items:

8.1(a) 2019 Draft Operating Budget Recommendations

Williams provided an overview and discussed recommendations stemming from the report.

Motion #18-1657

That the Milton Public Library Board approve the proposed Draft Operating Budget as outlined in the report entitled “2019 Draft Operating Budget Recommendation,” in principle.

Moved by Margaret Warmels, Seconded by Councillor Zeeshan Hamid, Carried

8.1(b) 2019 Draft Capital Budget and 10 Year Capital Forecast 2019-2028

Williams highlighted the collection replacement, updating automation equipment, and the Sherwood Branch opening as future budget pressures. Williams will follow up to confirm the formula to ensure accuracy.

Motion #18-1658

That Milton Public Library Board approve the 2019 Draft Capital Budget and Ten Year Capital Forecast 2019 – 2028, in principle.

Moved by Matthew Fabian, Seconded by Councillor Rick Malboeuf, Carried

8.2 2019 Budget Reduction Options

Williams provided an overview of the report and a subsequent update will be presented to the Board at the October meeting.

Motion # 18-1659

That the Milton Public Library Board review the proposed 2019 Budget Reduction Options outlined in this report,

And further,

That the Board approve, in principle, the presentation of the proposed reduction option(s) as part of the 2019 Budget process,

And further,

That staff continue to work with the Finance staff at the Town of Milton in the development of the 2019 budget with any further adjustments that may be required reported back to the MPL Board at the regular October 2018 Board meeting.

Moved by Councillor Zeeshan Hamid, Seconded by Councillor Rick Malboeuf, Carried

9. Reports and Updates:

9.1 Chief Librarian's Monthly Report

Williams advised that the HR Manager, and the Deputy Chief Librarian have been hired, and they will begin working at MPL on October 1st; construction of the HR Manager's office will begin next week in the administrative area at Main; Laura Shtern is registered for the Public Libraries Leadership course and it is anticipated that all of the managers will be registered for the course in the future; the *Summer Reading Club* and the *Read and Ride* program were successful; a new approach was piloted regarding the *Put Pen to Paper*; ticket sales for the *One Book, One Milton* are selling well; Laura Shtern has successfully completed her probationary period; application for the Public Library Award has been deferred to next year; the retention period for newspapers has been reduced, making it consistent with other libraries across the region; the review of the Beaty Fire Plan and a Fire Drill is deferred until the HR Manager start.

9.2 Q2 Financial Report

Williams reviewed the report and advised that the budget is in order.

9.3 2018 YE Projection: September Update

Williams provided an overview of the report and noted ongoing updates.

9.4 Council Update (verbal update)

Councillor Rick Malboeuf reported on the re-opening of the St. James Quarry application; the Milton Education Village partnership with the Wilfrid Laurier Campus; the Mohawk Racetrack expansion.

9.5 HR Committee – no report

9.6 Board Education: Library Board Legacy Project – no report

9.7 Board Advocacy Committee (verbal update)

Omer Amin advised that the committee will meet with MPL in the near future to discuss next steps.

9.8 SOLS Trustee Council: - no report

10. Other Business:

Williams informed the Board that Kendra Oxley, Marketing and Communications Officer has resigned; the Adult Services Librarian's position has been filled; the Board Terms of Reference and Board Orientation package are being updated as part of the Board recruitment process.

11. Member Announcements:

None

12. Next Meeting Date:

As a result of the likelihood of quorum not being met on the original date of October 17th, the Board agreed to hold the next meeting on October 24th. An email will be forwarded to the Board as a reminder of the date change.

13. Adjournment: Brad Boehmer moved to adjourn the meeting at **9:02** p.m., and seconded by Margaret Warmels – carried

Signed: _____
Sarah Marshall, Chair
Milton Public Library Board

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