



Regular Meeting of the Milton Public Library Board
 Wednesday, 23rd January, 2019
 Main Library Boardroom, 7:00 p.m.

Mission Statement

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

Minutes

Members: Margaret Warmels (Chair), Brad Boehmer, Daniel Cloutier, Matthew Fabian, Councillor Kristina Tesser Derksen, Councillor Sameera Ali (arrived at 7:20 pm)

Regrets: Sarah Marshall, Omer Amin

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

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

I. Approval of Agenda:

An updated agenda was distributed at the Board meeting.

That the Milton Public Library Board approve the Agenda of 23rd January, 2019.

Moved by *Matthew Fabian*, **Seconded by** *Brad Boehmer*, **Carried**

2. (a) Declaration of Interest: None declared.

(b) Welcome to New Councillors / Official acknowledgement to Outgoing Board members

New Councillors Kristina Tesser Derksen and Sameera Ali were welcomed to Milton Public Library Board. Official words of thanks were also recorded for Councillors Hamid, Malboeuf, and Duvall for their four years of service on the Library Board. Also, thanks were extended to community members Cloutier and Boehmer for each of their two consecutive terms of service.

3. Closed Session for Confidential Items

It was Moved by *Matthew Fabian*, **Seconded by** *Brad Boehmer*, **to move into the Confidential Session at 7:05 pm. Carried**

It was Moved by *Daniel Cloutier*, **Seconded by** *Brad Boehmer*, **to move out of the Confidential Session at 7:51 pm. Carried**



4. Consent Agenda:

4.1 Approval of the Minutes of 12th December 2018

4.2 Correspondence

- Thank You card (MPL Staff Member)

4.3 Accounts (Operating and Capital) for November

4.4 Staff Reports

- i. Q4 and Year End Patron Feedback Summary
- ii. 2018 One Book, One Milton Summary

Motion #19-1675

That the Milton Public Library Board approve the Consent Agenda for 23rd January, 2019.

Moved by Daniel Cloutier, Seconded by Brad Boehmer, Carried

5. Information Items:

5.1 2019 Capital & Operating Budget Update

Williams gave a verbal update to the ongoing 2019 Capital and Operating Budget process.

5.2 Online Board Orientation Portal

Williams presented a demonstration of the new Online Board Orientation Portal.

5.3 HR Processes Manual

Montesano presented the new HR Processes Manual for the Board's information. This will be used to streamline HR processes throughout the organisation.

5.4 Attendance Management Programme

Montesano highlighted the new Attendance Management Programme for the Board's information.

6. Decision Items:

6.1 Sherwood Library Shelving Contract Award

Williams distributed the report regarding the Sherwood Library Shelving Contract and presented the shelving illustration provided by the vendors. The Board approved the Sherwood Shelving Contract be awarded to vendors "Schoolhouse Products Inc." and "Opening the Book: North America" as the joint providers of shelving for the new Sherwood Branch Library.



Motion #18-1676

That the Milton Public Library Board approve vendors “Schoolhouse Products Inc.” and “Opening the Book: North America” as the joint providers of shelving for the new Sherwood Branch Library.

Moved by *Matthew Fabian*, Seconded by *Daniel Cloutier*, Carried

7. Reports and Updates:

7.1 Chief Librarian’s Monthly Report

Williams highlighted a few of this month’s items: the One Book One Milton culminating event on 17th December 2018 with Neil Pasricha was extremely successful; thanks to Andrea Cecchetto for allowing MPL to partner with Markham Public Library on the Board Orientation Portal; the MPL Christmas party was the most successful in memory with 40 staff members in attendance - representing all departments and locations; Ashley Directo is working very well with Town of Milton to create a tile for MPL on the new “Let’s Talk Milton” App; Williams is very proud of the Youth Librarian for her work on the “Positive Space” plan for MPL; the Kids n Me program continues to grow; staff are looking forward to Patron Self-Printing.

7.2 Q4 Financial Reports

The Q4 Operating and Capital Financial reports were presented to the Board. Revenues at both locations were increased in 2018. No anomalies noted in expenses.

7.3 Council update - verbal

Councillor Kristina Tesser Derksen reported on Town Council activities since the inauguration of new councillors in December, 2018.

7.4 Board Self Evaluation

This item is deferred to the February, 2019 meeting of the Board.

7.5 HR Committee: No Report

7.6 Board Advocacy Committee: No Report

7.7 SOLS Trustee Council: No Report

8. Other Business:

8.1 John Iliff Award for Innovation: American Library Association

Williams reported that Milton Public Library will be awarded the John Iliff Award for Innovation at the American Library Association conference in Washington, DC in June 2019. MPL is only the second Canadian library to receive this honour, the first being Edmonton.

9. Member Announcements: None



10. Next Meeting Date:

The next meeting will be held on Wednesday, 20th February, 2019 at 7:00 pm.

11. Adjournment:

Margaret Warmels moved to adjourn the meeting at **9:01** p.m; – carried.

Signed: _____

Margaret Warmels, Vice-Chair
Milton Public Library Board

Signed: _____

Mark Williams, Chief Librarian
Milton Public Library Board