

Regular Meeting of the Milton Public Library Board  
Wednesday, 22<sup>nd</sup> May, 2019  
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), Margaret Warmels, Councillor Sameera Ali, Councillor Kristina Tesser Derksen, Matthew Fabian (arrived at 7:10 pm)

**Staff:** Mark Williams, Vito Montesano, Kanta Kapoor, Cyndi Duncan (Recorder)

**Regrets:** John Watson

**Absent:** Omer Amin

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

**1. Approval of Agenda:**

**That the Milton Public Library Board approve the Agenda of 22<sup>nd</sup> May, 2019.**

**Moved by Margaret Warmels, Seconded by Councillor Sameera Ali, Carried**

**2. Declaration of Interest:** None declared.

**3. Closed Session for Confidential Items**

**It was Moved by Councillor Kristina Tesser Derksen, Seconded by Margaret Warmels, to move into the Confidential Session at 7:11 pm. Carried**

**It was Moved by Councillor Sameera Ali, Seconded by Matthew Fabian, to move out of the Confidential Session at 7:21 pm. Carried**

**4. Consent Agenda:**

**4.1** Approval of the Minutes of 24<sup>th</sup> April, 2019

**4.2** Correspondence

- Letter from Michael Tibollo, Minister of Tourism, Culture and Sport re: Budget Changes to SOLS and OLS-N

- Letter from Michael Tibollo, Minister of Tourism, Culture and Sport re: Congratulation on the John Iliff award
- Thank you letter from Mark Williams to Michael Tibollo, Minister of Tourism, Culture and Sport
- Letter from Michael Dowling, Director, International Relations Office, American Library Association to Mark Williams informing of 2019 ALA Presidential Citation for Innovative International Library Projects

**4.3 Accounts (Operating and Capital) for April**

**4.4 Staff Reports**

i. Sherwood Branch Update

Williams reported that the shelving purchase order will be issued by Friday, 24<sup>th</sup> May. Discussions are ongoing with Town of Milton for a shared IT infrastructure at Sherwood.

**Motion #19-1688**

**That the Milton Public Library Board approve the Consent Agenda for 22<sup>nd</sup> May, 2019.**

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

**5. Information Items:**

**5.1 Summer Newsletter**

Williams distributed the Summer Newsletter to the Board.

**5.2 2018 Annual Report**

Williams distributed the final version of the 2018 Annual Report to the Board. A highlight of this report is that all the metrics are up: increased physical circulation, increased cardholders, and increased program attendance.

**5.3 Updated Board Member Contacts**

Williams distributed an updated Contact list for the Board members.

**5.4 Salary Survey**

Williams reported that further to a previous direction from Council, MPL is undertaking a job evaluation process for non-union positions.

**5.5 Council meeting reminder**

Williams reminded the Board that he and Sarah Marshall, Board Chair, will be attending the 27<sup>th</sup> May, 2019 Town Council meeting at which the 2018 Annual Report will be included.

## **5.6 Town of Milton's Annual Budget Survey**

The Annual Budget Survey will be live from 28<sup>th</sup> May to 14<sup>th</sup> June, 2019. This year, they are asking for feedback on MPL. The survey will be accessible from the MPL website.

## **6. Decision Items**

### **6.1 Professional Development Policy**

Montesano brought forward the new Professional Development Policy, as part of the policy review process.

#### **Motion #19-1689**

**That Milton Public Library Board approve the "Professional Development Policy"**

**Moved by Councillor Kristina Tesser Derksen, Seconded by Margaret Warmels, Carried**

### **6.2 Records Management Policy**

Williams reported that Montesano has been reviewing other libraries' records management programmes and working with the Town of Milton's Information Governance and Records Manager to develop a policy for MPL. The MPL policy mirrors the Town's policy and retention schedule.

#### **Motion #19-1690**

**That Milton Public Library Board approve the "Records Management Policy" and associated Retention Schedule in principle**

**Moved by Councillor Sameera Ali, Seconded by Matthew Fabian, Carried**

## **7. Reports and Updates**

### **7.1 Chief Librarian's Monthly Report**

Williams highlighted a few of April's achievements:

- Completion of a Records Management Policy
- Busy month academically: Williams attended the first session of his Masters in Municipal Leadership at York University; Montesano undertook HR courses in relation to Pay Equity and Sexual Harassment in the Workplace
- First schedules for the Service Delivery Model were finalised
- Opening Day collection and shelving for Sherwood Branch have been configured
- Online library card renewal has gone live

- Onboarding / orientation for the two newest managers was completed
- Williams sat on the Chamber Scholarship committee
- Step 2 grievance was withdrawn
- New social media strategy is paying dividends with lots of positive feedback and new followers
- 3D printer certification workshops are proving successful
- Dementia-friendly collection has been launched
- MPL has a new sister-library: Margaret Mews Public Library in St. John's, Newfoundland
- MPL has applied for a 2019 CanCode grant to promote girls in coding (STEAM)
- Kanta Kapoor, Manager, Support Services is updating the workflow for her team and reviewing the department structure
- Proposed presentations by MPL for the 2020 OLA Superconference have been submitted
- No formal lease will be written for Sherwood between MPL and Community Services; after meetings it was decided that a Letter of Agreement will be appropriate

### **7.2 Council update**

Councillor Kristina Tesser Derksen reported on Town Council activities since the last meeting of the Board.

**7.3 HR Committee:** No Report

**7.4 Board Advocacy Committee:** No Report

**7.5 SOLS Trustee Council:** No Report

### **8. Other Business:**

None

### **9. Member Announcements:**

None

### **11. Next Meeting Date:**

The next meeting will be held on Wednesday, 19<sup>th</sup> June, 2019 at 7:00 pm.

### **12. Adjournment:**

*Sarah Marshall* moved to adjourn the meeting at 8:15 p.m.; – carried.

**Signed:** \_\_\_\_\_

Sarah Marshall, Chair  
Milton Public Library Board

**Signed:** \_\_\_\_\_

Mark Williams, Chief Librarian  
Milton Public Library Board