

Regular Meeting of the Milton Public Library Board  
Wednesday, October 24, 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 Zeeshan Hamid, Omer Amin, Matthew Fabian (arrived at 7:07)

**Absent:** Councillor Rob Duvall

**Staff:** Mark Williams, Chris Jasztrab, Sherri Norris, Laura Shtern, Mai Lu, Vito Montesano, Cyndi Duncan (Recorder)

Sarah Marshall (Chair) called the meeting to order at **7:03** p.m.

**I. Approval of Agenda:**

Two additions were made to the Agenda: 7.1 Clothing and Safety Equipment Policy from Vito Montesano and 7.2 Meetings with newly elected Councillors from Mark Williams.

**That the Milton Public Library Board approve the October 24, 2018 Agenda as amended.**

**Moved by Zeeshan Hamid, Seconded by, Omer Amin. Carried**

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

**3. Consent Agenda:**

**3.1** Approval of the Minutes of 19<sup>th</sup> of September 2018

**3.2** Correspondence

- Federation of Ontario Public Libraries
- Thank you letter from Brenda Hrynuik

**3.3** Accounts (Operating and Capital) for September

**3.4 Staff Reports**

- i. Q3 Departmental Quarterly Reports  
The need for an annual Fire Plan at Beaty was discussed and a fire drill will be conducted.
- ii. Q3 Patron Feedback Summary
- iii. Culture Days Summary
- iv. Summer Reading Program Summary

- v. 2018 Ontario Public Library Week
- vi. Laurier Milton Lecture Series 2018/2019

**Motion #18-1660**

**That the Milton Public Library Board approve the Consent Agenda for October 24, 2018.**

**Moved by Councillor Rick Malboeuf, Seconded by Omer Amin, Carried**

**4. Information Items:**

**4.1 Leadership Team Away Day**

Williams shared the success of the Leadership Team away day and reported that the process will be repeated with the wider management team.

**4.2 MPL Branded canvas bags**

Canvas bags with the MPL logo will be sold to patrons, with promotional prices at certain times of the year.

**5 Decision Items:**

**5.1 Draft Operating Budget Update**

Williams shared that as a result of strategic decisions made through ongoing discussions with the Finance staff at town, the 2019 Operating Budget will be going forward with a 0% request without any corresponding reduction in service levels.

**Motion #18-1661**

**That the Milton Public Library Board approve the proposed Draft Operating Budget Update.**

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

**5.2 2019 Budget Reduction Package Update**

The updated amount being put forward on the secondary blue pages for reduction is just \$44,535.

**Motion #18-1662**

**That the Milton Public Library Board approve the 2019 Budget Reduction Package Update, as amended.**

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

**5.3 All Staff Meeting Recommendation**

Williams advised the Board of the new timing for the all-staff meeting, to be held in February 2019. It was agreed that in future, staff can proceed with the all-staff meeting day without seeking approval from the Board.

**Motion #18-1663**

**That the Milton Public Library Board approve the All Staff Meeting Recommendation.**

**Moved by Councillor Rick Malboeuf, Seconded by Omer Amin, Carried**

**6. Reports and Updates:****6.1 Chief Librarian's Monthly Report**

Williams advised that the new Adult Services Librarian, Mary-Rose O'Connor, started at MPL on October 6<sup>th</sup>. There is an upcoming PCI Compliance Audit in cooperation with the Town's IT Department. Meetings have been ongoing with CUPE Local 4366 to share information regarding the upcoming staff changes. Williams has also had ongoing meetings with Linda Delong, Facilities Logistics Coordinator at the Town of Milton regarding reconfiguring the office area needed to make the new HR office. The first round of interviews for the Marketing and Communications Coordinator were conducted by Montesano and Lu; second round by Lu and Williams. The preferred candidate has been chosen and references are currently being taken up. Staff participated in the Season Launch at the Arts Centre and MPL had the opportunity to promote library programs and services. Statistics showed that MPL has a 5% increase in circulation over the same period last year. There will be 40 new armchairs delivered to Main Library in early November to replace all the fabric chairs. Due to changes to Bill 148 we will no longer need to pay sick time for Student Pages.

**6.2 Council Update - verbal**

Councillor Hamid advised the Board that there was nothing to report. No meetings have been held.

**6.3 Q3 Financial Quarterly Report**

Williams reported that the financials are approximately 75% spent and finances are on track at the end of the quarter.

**6.4 2018 YE Projection**

Due to staffing changes since the last year-end projection, there has been a slight increase in surplus expected at year-end.

**6.5 HR Committee – no report****6.6 Board Advocacy Committee – no report****6.7 SOLS Trustee Council – no report****6.8 Board Orientation Package Review**

Williams suggested that the Board Orientation package be updated, based on best practice examples. The Board agreed. The updated package will be brought forward at a future meeting.

**7. Other Business:**

**7.1 Clothing and Safety Equipment Policy**

Montesano brought forward a new clothing policy for staff as previously there was nothing formal for staff to follow.

**Motion #18-1664**

**That the Milton Public Library Board approve the policy “Clothing and Safety Equipment”.**

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

**7.2 Meetings with newly Elected Councillors**

Williams advised that he had been in contact with the newly elected councillors and he will be meeting with them all, individually, in the near future.

**8. Member Announcements:**

None

**9. Next Meeting Date:**

The next meeting will be held on Wednesday, November 21<sup>st</sup>, at 7:00 pm.

**10. Adjournment:**

Councillor Zeeshan Hamid moved to adjourn the meeting at **7:46** p.m; seconded by Margaret Warmels – carried.

**Signed:** \_\_\_\_\_  
Sarah Marshall, Chair  
Milton Public Library Board

**Signed:** \_\_\_\_\_  
Mark Williams, Chief Librarian  
Milton Public Library Board

DATED: November 21, 2018

APPROVED: November 21, 2018