

Regular Meeting of the Milton Public Library Board
Wednesday, 20th November, 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 (Acting Chair), Omer Amin, Maggie Chan, Matthew Fabian, Councillor Kristina Tesser Derksen

Staff: Mark Williams, Vito Montesano, Dave Hook, Cyndi Duncan (Recorder)

Regrets: Sarah Marshall, Councillor Sameera Ali

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

I. Approval of Agenda

That the Milton Public Library Board approve the Agenda of 20th November, 2019

Moved by Matthew Fabian, Seconded by Maggie Chan, Carried

2. Declaration of Interest: None declared.

3. Closed Session for Confidential Items

Deferred to next meeting: 11th December, 2019.

4. Consent Agenda

4.1 Approval of the Minutes of 23rd October, 2019

4.2 Correspondence (none)

4.3 Accounts (Operating and Capital) for September

4.4 Staff Reports

i. Food for Fines Summary

The MCRC's Infant Food Bank was the recipient of the "Food for Fines" campaign held in October. Approximately 200 items and \$50 were donated.

Motion #19-1702

That the Milton Public Library Board approve the Consent Agenda for 20th November, 2019.

Moved by *Councillor Kristina Tesser Derksen*, **Seconded by** *Omer Amin*, **Carried**

5. Information Items

5.1 2020 Budget Reduction Package Update

Williams confirmed to the Board that the Reduction Package for the 2020 Operating Budget going forward to Council remains the same.

6. Decision Items

6.1 2020 Draft Operating Budget Update

Williams confirmed the draft 2020 Operating Budget and presented it to the Board for approval.

Motion #19-1703

That the Milton Public Library Board confirm the 2020 Draft Operating Budget, as outlined in the report entitled “2020 Draft Operating Budget Update”

Moved by *Matthew Fabian*, **Seconded by** *Councillor Kristina Tesser Derksen*, **Carried**

6.2 2020 Goals and Objectives Draft Board Action items

Williams and Hook presented the 2020 Goals and Objectives Draft Board Action items. The action items all correspond to the goals and objectives in the current Library Master Plan and Destiny Milton III at the Town of Milton.

Motion #19-1704

That the Milton Public Library Board approve the 2020 Goals and Objectives Draft Board Action Items, in principle

Moved by *Matthew Fabian*, **Seconded by** *Maggie Chan*, **Carried**

6.3 2020 Draft Board Work Plan

Williams presented the 2020 Draft Board Work Plan. The Work Plan outlines the timelines for completing the Action items presented in 6.2 above.

Motion #19-1705

That the Milton Public Library Board approve the 2020 Board Work Plan, in principle

Moved by Maggie Chan, Seconded by Omer Amin, Carried

6.4 Job Evaluation Maintenance Programme Policy

Montesano presented the Board with the updated Job Evaluation Maintenance Programme Policy.

Motion #19-1706

That the Milton Public Library Board approve the attached “Job Evaluation Maintenance Programme Policy”

Moved by Matthew Fabian, Seconded by Councillor Kristina Tesser Derksen, Carried

6.5 2020 Board Meeting Schedule

Williams presented the Board with a schedule of proposed meeting dates for 2020.

Motion #19-1707

That the Milton Public Library Board approve the schedule of proposed meeting dates for 2020, in principle

Moved by Matthew Fabian, Seconded by Maggie Chan, Carried

6.6 MPL Board Christmas Acknowledgement for Staff

Williams reminded the Board that they annually acknowledge the staff by contributing funds towards the staff Christmas party.

Motion #19-1708

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 Matthew Fabian, Seconded by Omer Amin, Carried

7. Reports and Updates

7.1 Chief Librarian’s Monthly Report

Williams highlighted some key items from October's report:

- All the managers received updated training on the competency based Performance Appraisal process from Montesano
- Dave Hook led on the preparation of the 2020 Goals and Objectives and Work Plans
- The winning design of the new Children's Library card was chosen by Colonel Chris Hadfield and announced at an event on October 5th at the Sherwood Branch
- MPL hosted four Poets Laureate in October, including George Elliot Clarke
- Sherwood's first full month stats include: over 20,000 people through the door; 18,000 items circulated – 44% of the collection on loan at any time – including 1,500 uses from the Laptop Lending Kiosk
- Williams attended CULC meeting in London, ON
- MPL is undergoing a branding refresh, moving to the Bee logo
- October was a successful programming month: 212 programmes with a total of 3,223 participants
- Support Services staff submitted a grant proposal to the Virtual Museum of Canada in order to digitise MPL's local history collection

7.2 Council Update

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

7.3 OLA Super Conference Board Attendance

Williams presented the workshops that would be most relevant for the Board and encouraged them to attend.

7.4 November Year End Projection

Williams presented the November 2019 Year-End Projection to the Board.

7.5 HR Committee: No Report

7.6 Board Advocacy Committee: No Report

7.7 SOLS Trustee Council

Matthew Fabian reported on the Trustee Council meeting held at Burlington Public Library on 9th November 2019.

8. Other Business: None

9. Member Announcements:

9.1 Milton Holiday Fest

Councillor Kristina Tesser Derksen informed the Board that the DBIA is holding a Holiday Fest in downtown Milton on 7th December 2019.

9.2 Veterans Learn to Code

Fabian reported that his company is supporting a programme called Veterans Learn to Code and will connect with staff to discuss.

10. Next Meeting Date:

The next meeting will be held on Wednesday, 11th December, 2019 at 7:00 pm.

11. Adjournment:

Margaret Warmels moved to adjourn the meeting at 8:48 pm. – carried.

Signed: _____

Margaret Warmels, Acting Chair
Milton Public Library Board

Signed: _____

Mark Williams, Chief Librarian
Milton Public Library Board