

Regular Meeting of the Milton Public Library Board
Wednesday, 24th April, 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), Omer Ali, Margaret Warmels, John Watson, Councillor Sameera Ali, Councillor Kristina Tesser Derksen, Matthew Fabian (arrived at 7:10)

Staff: Mark Williams, Lee Puddephatt, Maria Petricko, Kanta Kapoor, Chris Jasztrab, Cyndi Duncan (Recorder),

Regrets: Vito Montesano

Sarah Marshall (Chair) called the meeting to order at **7:02** p.m.

1. Approval of Agenda:

That the Milton Public Library Board approve the Agenda of 24th April, 2019.

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

2. Declaration of Interest: None declared.

3. Introduction of New Managers

3.1 Lee Puddephatt, Manager, Public Service

3.2 Kanta Kapoor, Manager, Support Services

3.3 Maria Petricko, Manager, Branches

Each of the new managers provided a brief overview of their careers to date and their enjoyment at working for MPL.

4. Closed Session for Confidential Items

It was Moved by *Omer Amin*, **Seconded by** *John Watson*, **to move into the Confidential Session at 7:09 pm. Carried**

It was Moved by *Margaret Warmels*, **Seconded by** *Councillor Kristina Tesser Derksen*, **to move out of the Confidential Session at 7:14 pm. Carried**

5. Consent Agenda:

5.1 Approval of the Minutes of 20th March 2019

5.2 Correspondence

- Letter from John Challinor re: John Iliff Award
- Thank you card from retiring staff member

5.3 Accounts (Operating and Capital) for March

5.4 Staff Reports

- i. QI Patron Feedback Summary and Customer Satisfaction Survey
- ii. QI Departmental Quarterly reports
- iii. Sherwood Branch Update

Williams updated the Board regarding the RFID bookdrop for Sherwood Branch.

Motion #19-1685

That the Milton Public Library Board approve the Consent Agenda for 24th April, 2019.

Moved by Omer Amin, Seconded by John Watson, Carried

6. Information Items:

6.1 SOLS Budget Cuts (verbal)

Williams reported to the Board that the SOLS budget cuts will affect MPL by removing inter-branch deliveries and suspending the ILLO service. Williams is working with other Chief Librarians in order to find a solution for ILLO deliveries so that MPL can continue to provide great customer service to its patrons and exploring alternate inter-branch delivery options.

6.2 F, F & E Purchases, Sherwood: report to Council (distributed at meeting)

Williams updated the Board regarding ongoing discussion with Town of Milton Finance staff regarding the F, F & E budget for Sherwood Branch. A report will be presented to Council on 27th May, 2019.

7. Decision Items

7.1 SOLS and MPL Committee Representatives

The following Board Members were appointed to sit on the committees along with the previously appointed Committee Chairs and the Library Board Chair:

- Board Advocacy Committee: Margaret Warmels
- Finance Committee: John Watson
- HR Committee: Omer Amin
- SOLS Representative - rotating annually:

- Year 1 John Watson
- Year 2 Matthew Fabian
- Year 3 Omer Amin
- Year 4 Margaret Warmels

Motion #19-1686

That the Milton Public Library Board approve the SOLS and MPL Committee Representatives as listed

Moved by Councillor Sameera Ali, Seconded by Councillor Kristina Tesser Derksen, Carried

7.2 Laptop Lending Units

Williams asked for the Board's approval to award the contract to Laptops Anytime as the providers of the laptop lending units at Sherwood Branch.

Motion #19-1687

That the Milton Public Library Board approve vendors "Laptops Anytime" as the providers of the laptop lending units

Moved by Matthew Fabian, Seconded by John Watson, Carried

8. Reports and Updates

8.1 Chief Librarian's Monthly Report

Williams highlighted a few of March's items:

- The 2018 Annual Report will be presented to Council on 27th May, 2019
- The attendance management programme is now in place with minimum benchmarks for absences
- Kanta Kapoor has been making improvements to the Technical Services work flow
- March break programmes were very successful with over 800 participants
- Montesano passed his probationary period review
- Williams attended a site visit at Sherwood Branch with the shelving vendors
- One grievance received regarding the new staffing model, but it has been withdrawn
- Twelve applications received for the Deputy Chief Librarian position with three shortlisted for interviews
- MPL's new social media strategy is already showing great success
- The seniors VR programme is going well, working with 26 seniors in March
- Staff are testing the online library card renewal portal with a view to going live in May

- Williams shared the new design for the adult library cards

8.2 Council update

Councillor Sameera Ali reported on Town Council activities since the last meeting of the Board.

8.3 QI Financial Quarterly Report

Williams updated the Board on the QI Financial reports. No anomalies are noted in the financials.

8.4 HR Committee: No Report

8.5 Board Advocacy Committee: No Report

8.6 SOLS Trustee Council: No Report

9. Other Business:

The “Happy or Not” kiosks were presented to the Board. These units will be available at both locations for patron feedback starting 1st May, 2019.

10. Member Announcements:

Councillor Tesser Derksen and Councillor Ali announced that they are looking for new Board members for the Milton Canada Day Committee.

11. Next Meeting Date:

The next meeting will be held on Wednesday, 22nd May, 2019 at 7:00 pm.

12. Adjournment:

Sarah Marshall moved to adjourn the meeting at 8:24 p.m.; – carried.

Signed: _____

Sarah Marshall, Chair
Milton Public Library Board

Signed: _____

Mark Williams, Chief Librarian
Milton Public Library Board