



Regular Meeting of the Milton Public Library Board
 Wednesday, 20th February, 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, John Watson, Councillor Sameera Ali, Matthew Fabian (arrived at 7:07 pm)

Regrets: Margaret Warmels, Councillor Kristina Tesser Derksen

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

Sarah Marshall (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 February, 2019.

Moved by Omer Amin, Seconded by John Watson, Carried

2. Declaration of Interest: None declared.

3. Board Orientation

3.1 Welcome to new Board Member, John Watson

Staff and Board members introduced themselves.

3.2 Board Orientation Binder review

Williams reviewed the key points of Board responsibilities as outlined in the binder.

3.3 Online Board Orientation Portal review

Williams reviewed the Online Board Orientation Portal and showed how to navigate the online site. Board Members were asked to review the online Board Orientation Portal and binder in readiness for the March meeting of the Board.

4. Closed Session for Confidential Items

It was Moved by Matthew Fabian, Seconded by Councillor Sameera Ali to move into the Confidential Session at 7:29 pm. Carried

It was Moved by Omer Amin, Seconded by Matthew Fabian, to move out of the Confidential Session at 8:45 pm. Carried



5. Consent Agenda:

5.1 Approval of the Minutes of 23rd January 2019

5.2 Correspondence

- Letter from Parm Gill, MPP for Milton

5.3 Accounts (Operating and Capital) for January

5.4 Staff Reports

- i. OLA Super Conference Summary
- ii. Sherwood Branch Update
- iii. Manager, Support Services update (verbal)
- iv. 2019 Holiday Closures
- v. New Patron Registrations and Languages Read at Home Summary
- vi. Q4 Managers Report

Motion #19-1677

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

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

6. Information Items:

6.1 Board member summary of OLA Super Conference Attendance (verbal)

Board Chair Marshall summarized her experience at the 2019 OLA Super Conference.

6.2 Spring Newsletter

A copy of the 2019 Spring Newsletter was provided to the Board.

7. Decision Items:

7.1 HR Policy Manual Approval

Following discussion, the HR Policy Manual was approved in principle, and the suggested edits will be actioned in readiness for the next Board meeting. , Matthew Fabian

Motion #19-1678

That the Milton Public Library Board approve the “Human Resources Policy Manual” in principle subject to changes highlighted at the Board meeting on 20th February, 2019.

Moved by *John Watson*, **Seconded by** *Matthew Fabian*, **Carried**



7.2 Procedural By-Law Update Recommendation

Deferred to the meeting of the Board on 20th March 2019.

7.3 Library Board Election of Officers

Deferred to the meeting of the Board on 20th March 2019.

7.4 Online Board Portal Confidential Site Administrator (verbal)

Motion #19-1679

That the Milton Public Library Board approve Omer Amin as the Confidential Site Administrator for the Online Board Portal.

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

8. Reports and Updates:

8.1 Chief Librarian's Monthly Report

Williams highlighted a few of January's items: selection of the new Library Board members; shelving contract awarded for Sherwood Branch; continued focus on technology and innovation; diverse book selections incorporated into the ARP process; budget deliberations concluded with no negative impact for MPL; monthly Town Hall meetings are going well with good feedback from Staff; OLA Super Conference was well attended and enjoyed; marketing and communications are leading the rebranding and starting a new Instagram account with input from the Teen Advisory Group.

8.2 Board AODA Training through HR Downloads

Montesano reviewed the HR Downloads program whereby MPL can offer online AODA training to all the Board Members. Training should be completed by 30th April, 2019.

8.3 Board Self Evaluation

The Board completed their Self Evaluation as part of the confidential session.

8.4 Council update - verbal

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

8.5 HR Committee: No Report

8.6 Board Advocacy Committee: No Report

8.7 SOLS Trustee Council: No Report

9. Other Business:

9.1 Head Shots and Bios

Williams asked that Board members arrive one-half hour early for the 20th March meeting of the Board in order to have their head shots taken. Board members were also asked to



provide a short biography for the website. Volunteer Waiver Forms and Code of Conduct Forms need to be completed by all Board Members for the Town of Milton.

10. Member Announcements: None

11. Next Meeting Date:

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

12. Adjournment:

Sarah Marshall moved to adjourn the meeting at **9:39** p.m.; – carried.

Signed: _____

Sarah Marshall, Chair
Milton Public Library Board

Signed: _____

Mark Williams, Chief Librarian
Milton Public Library Board