

Regular Meeting of the Milton Public Library Board
Thursday, 22nd October 2020 at 7:00 pm
Via Zoom online conferencing

Mission Statement

The Milton Public Library empowers the community to Read. Learn. Create. Connect.

Minutes

Members: Margaret Warmels (Chair), Omer Amin, Matthew Fabian, Paul Hubahib, Councillor Kristina Tesser Derksen

Regrets: Sarah Marshall, Councillor Sameera Ali

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

Margaret Warmels (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 22nd October 2020

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

2. Declaration of Interest: None declared.

3. Closed Session for Confidential Items

It was Moved by *Councillor Kristina Tesser Derksen*, **Seconded by** *Paul Hubahib*, **to move into the Confidential Session at 7:07 pm. Carried**

It was Moved by *Matthew Fabian*, **Seconded by** *Paul Hubahib*, **to move out of the Confidential Session at 7:30 pm. Carried**

4. Consent Agenda

4.1 Approval of the Minutes of 23rd September 2020

4.2 Correspondence

4.3 Accounts (Operating & Capital) for September

4.4 Staff Reports

- i. Q3 Patron Feedback Summary and Customer Satisfaction Summary
- ii. Q3 Departmental Quarterly Report

Motion #20-1738

That the Milton Public Library Board approve the Consent Agenda for 22nd October, 2020.

Moved by *Matthew Fabian*, Seconded by *Paul Hubahib*, Carried

5. Information Items:

5.1 Withdrawn Book Sale Update

Williams updated the Board that the Book Sale that took place at all branches from September 21st to 27th generated over \$4,000. It is hoped that left over items may be used to create a type of public art that will be located at Beaty Branch and a grant application will be submitted in order to fund this project.

6. Decision Items

6.1 Draft 2021 Operating Budget Recommendation

Williams reported that MPL is seeking a 5.32% increase to the 2021 Operating Budget which includes a transfer of \$150,000 from the Library Tax Rate Stabilisation Fund (LTRSF) to offset the operating costs of Sherwood in years one and two. This represents a reduction of the transferred amount of over \$200,000 from 2020 and aligns with the purpose of the LTRSF. MPL will continue to work with Town Finance to refine the budget as needed, bringing forward any changes to the Board at the next meeting.

Motion #20-1739

That the Milton Public Library Board approve the proposed Draft Operating Budget, in principle

Moved by *Omer Amin*, Seconded by *Paul Hubahib*, Carried

6.2 Draft 2021 Capital Budget and 10 Year Capital Forecast 2021 - 2030

Williams presented the Board with the recommended 2021 Capital Budget and 10 Year Capital Forecast 2021 – 2030.

Motion #20-1740

That the Milton Public Library Board approve the proposed 2021 Draft Capital Budget and 10-Year Capital Forecast 2021 - 2030

Moved by *Matthew Fabian*, Seconded by *Omer Amin*, Carried

6.3 2021 Budget Reduction Options

Williams informed the Board that MPL has, at this stage, not yet been asked to prepare any budget reduction options. In order to be prepared for such a request, it is proposed that any request be offset by an additional contribution from the Tax Rate Stabilisation Fund.

Motion #20-1741

That Milton Public Library Board approve, in principle, the presentation of the proposed reduction option as part of the 2021 Budget process, if necessary

And further,

That staff continue to work with the Finance staff at the Town of Milton in the development of the 2021 budget with any further adjustments that may be required reported back to the MPL Board at the regular November 2020 Board meeting.

Moved by Omer Amin, Seconded by Paul Hubahib, Carried

6.4 Adverse Weather Conditions Policy

Montesano presented the Adverse Weather Conditions Policy to the Board for review. There are no changes recommended at this time.

Motion #20-1742

That the Milton Public Library Board approve “Adverse Weather Conditions Policy”

Moved by Omer Amin, Seconded by Matthew Fabian, Carried

6.5 Long Term Service Recognition Policy

Montesano presented the Long Term Service Recognition Policy to the Board for review. There are no changes recommended at this time.

Motion #20-1743

That the Milton Public Library Board approve the “Long Term Service Recognition Policy”

Moved by Matthew Fabian, Seconded by Margaret Warmels, Carried

6.6 Social Media Policy

Williams presented the Social Media Policy to the Board for review. There are no changes recommended at this time.

Motion #20-1744

That the Milton Public Library Board approve the “Social Media Policy”

Moved by Paul Hubahib, Seconded by Councillor Kristina Tesser Derksen, Carried

6.7 Media Communications Policy

Williams presented the Media Communications Policy to the Board for review. The policy has been updated to remove reference to the Corporate Communications & Marketing Manager at the Town of Milton and to replace reference to MPL’s Marketing & Communications Assistant with the Manager of Marketing and Communications.

Motion #20-1745

That the Milton Public Library Board approve the “Media Communications Policy”

Moved by Omer Amin, Seconded by Paul Hubahib, Carried

7. Reports and Updates

7.1 Chief Librarian’s Monthly Report

Williams highlighted some key activities from September 2020:

- The Summer Reading Club stats show that even though the event was held virtually, there were over 2,500 participants
- The MPL Online Storytimes shared on YouTube had almost 600 views in September
- The Halton Youth Disability Advisory Council re-started their meetings in September with a focus on mental health, suicide awareness and continued learning opportunities
- The first Laurier Milton Lecture Series event was held virtually in September with 38 participants, and has since been viewed 89 more times on the MPL YouTube channel
- Culture Days were kicked off at MPL with a virtual storytime – local author Sara Reda read her book “Bunny and Bear: First Day of School”. Over 1400 people watched the video on MPL’s Facebook page
- The Arabic Storytime, in partnership with MCRC, resumed on MPL’s YouTube channel
- The National Centre for Truth and Reconciliation at the University of Manitoba gave permission for MPL to stream the “Every Child Matters: Reconciliation through Education” event as the first of MPL’s virtual volunteering opportunities for high school students
- The Halton Climate Collective #HCCReads 2020 author, Sheila Watt-Cloutier, was confirmed for 19th November, 2020. Watt-Cloutier will discuss climate change as a social justice issue, particularly as it pertains to her decades-long work in the Canadian high arctic.
- Physical circulation of materials is down 44% over the previous year, due to the Covid restrictions, however our e-usage continues to grow

- Brainfuse saw a 540% increase in September (589 total uses) over August (92 total uses). In addition to higher usage, 100% of students reported that they would recommend Brainfuse to a friend, and 100% are glad MPL offers this service
- Patrons viewed 85,000 pages on the MPL mobile app in September
- E-learning usage increased 200% in September over the same period in 2019

7.2 Council Update

Councillor Kristina Tesser Derksen reported on Town Council activities for September 2020.

7.3 Q3 Financial Update

Williams presented the Q3 Quarterly Financial Update. Spending continues to be lower than 2019 due to the Covid lockdown.

7.4 2020 Year End Projection: October Update

Williams presented the 2020 Year End Projection: October Update to the Board. Any surplus in 2020 will be returned to the Town of Milton.

7.5 HR Committee: No Report

7.6 Board Advocacy Committee: No Report

7.7 SOLS Trustee Council: No Report

8. Other Business

None

9. Member Announcements:

None

10. Next Meeting Date:

The next meeting will be held on Thursday, 19th November, 2020 at 7:00 pm

11. Adjournment:

Margaret Warmels moved to adjourn the meeting at 8:42 pm. – carried.

Signed: _____

Sarah Marshall, Chair
Milton Public Library Board

Signed: _____

Mark Williams, Chief Librarian
Milton Public Library Board