

Regular Meeting of the Milton Public Library Board  
Wednesday, 23<sup>rd</sup> September 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:** Sarah Marshall (Chair), Omer Amin, Matthew Fabian, Paul Hubahib, Councillor Sameera Ali, Councillor Kristina Tesser Derksen

**Regrets:** Margaret Warmels

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

Sarah Marshall (Chair) called the meeting to order at **7:01** p.m.

**1. Approval of Agenda**

**That the Milton Public Library Board approve the Agenda of 23<sup>rd</sup> September 2020**

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

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

**3. Closed Session for Confidential Items**

**It was Moved by** *Councillor Kristina Tesser Derksen*, **Seconded by** *Councillor Sameera Ali*, **to move into the Confidential Session at 7:02 pm. Carried**

**It was Moved by** *Omer Amin*, **Seconded by** *Matthew Fabian*, **to move out of the Confidential Session at 7:37 pm. Carried**

**4. Consent Agenda**

**4.1 Approval of the Minutes of 17<sup>th</sup> June, 2020**

**4.2 Correspondence**

- i. Letter from H.W. Wilson Foundation re: John Cotton Dana Award
- ii. Letter from Wilfred Laurier University

The Board also extended their congratulations to Williams on the receipt of the John Cotton Dana Award.

**4.3 Accounts (Operating & Capital) for June, July, & August**

**4.4 Staff Reports**

i. Curbside Collection Summary

Williams updated the Board on the conclusion of Curbside Collection at MPL. The Board congratulated Williams on this successful programme.

ii. Branch Re-opening Summary

iii. Q2 Departmental Quarterly Report

**Motion #20-1728**

**That the Milton Public Library Board approve the Consent Agenda for 23<sup>rd</sup> September, 2020.**

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

**5. Information Items:**

**5.1 Staff Development Day**

Montesano informed the Board that MPL is holding two-half day staff training sessions, the first on Monday, 19<sup>th</sup> October 2020, a workshop on Intellectual Freedom conducted by James Turk of Ryerson University. It will be held via Zoom. Main Library will be the only branch open that day, subsequent to the training session. The second session will be held on Monday 26<sup>th</sup> and is for Managers only and won't impact branch opening hours.

**5.2 John Cotton Dana PR Award, American Library Association**

Williams formally announced to the Board that MPL is the winner of the John Cotton Dana PR Award from the American Library Association. It is in recognition of MPL's rebranding, which includes the new bee logo and all the iterations being used in our current advertising and public relations. The prize included \$10,000 US which has already been received and will help offset some of the lost fine revenues for 2020.

**6. Decision Items**

**6.1 2019 Financial Audit**

Williams presented the 2019 Financial Audit to the Board. The annual audit was conducted by KPMG under the direction of Glen Cowan, Chief Financial Officer and Treasurer of the Town of Milton, who confirms that the results are consistent with the budget approved by the Milton Public Library Board and Town Council. It should be noted that the audit statement does not identify any areas of concern with the financial processes at MPL.

**Motion #20-1729**

**That the Milton Public Library Board review the report entitled “2019 Financial Audit”**

**And Further**

**That the 2019 Financial Statement prepared by KPMG be accepted as presented.**

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

### **6.2 Board Meeting Date Amendment**

Williams reported to the Board that due to an unavoidable scheduling conflict that has arisen, it is requested that the next two meeting dates be amended to:

1. Thursday, October 22 at 7:00 pm
2. Thursday, November 19 at 7:00 pm

#### **Motion #20-1730**

**That the Milton Public Library Board approve the date changes for the October and November 2020 Board meetings.**

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

### **6.3 MPL Master Plan Update**

Williams recommended to the Board a revised process for updating the Library Master Plan in order to sync with the revised process for updating the Town of Milton’s Strategic Plan.

#### **Motion #20-1731**

**That the Milton Public Library Board approve the process for updating the MPL Master Plan.**

**Moved by *Councillor Sameera Ali*, Seconded by *Paul Hubahib*, Carried**

### **6.4 Fine/Fee Structure Review**

Hook presented the Board with the review of MPL’s Fine and Fee Structure. No changes are recommended for the upcoming year. However, Williams did raise the potential for reducing/eliminating overdue fines to be consistent with CULC libraries across Canada but in light of the impact of COVID-19 on revenue across the Town, recommended that this be contemplated as part of the 2022 budget development process.

#### **Motion #20-1732**

**That the Milton Public Library Board approve the recommended changes to the Fine / Fee structure.**

**Moved by** *Paul Hubahib*, **Seconded by** *Councillor Sameera Ali*, **Carried**

### **6.5 COVID-19 Public Access Policy**

Williams presented the new Policy to the Board. The policy was developed using Public Health and Ministry of Labour guidelines, and the practices are already in place in the branches.

#### **Motion #20-1733**

**That the Milton Public Library Board approve the “COVID-19 Public Access Policy”**

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

### **6.6 Non-Medical Facemask Policy**

Montesano presented the new Policy to the Board. This policy was developed to ensure compliance with the Region of Halton By-Law 47-20.

#### **Motion #20-1734**

**That the Milton Public Library Board approve the “Non-Medical Facemask Policy”**

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

### **6.7 AODA Requirements Policy**

Montesano presented the AODA Requirements Policy with some recommended changes. The policy has been updated to ensure MPL is compliant with the ongoing amendments to *The Accessibility for Ontarians with Disabilities Act* and is consistent with the Town of Milton Accessibility Policy.

#### **Motion #20-1735**

**That the Milton Public Library Board approve the “AODA Requirements Policy”**

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

### **6.8 Scent Sensitive Workplace Policy**

Montesano presented a new policy: Scent Sensitive Workplace Policy. This new policy better reflects the purpose of a scent sensitive workplace and provides definitions and guidelines for staff.

#### **Motion #20-1736**

**That the Milton Public Library Board approve the “Scent Sensitive Workplace Policy” as a successor to the existing “Scent Free Policy”**

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

## **7. Reports and Updates**

### **7.1 Chief Librarian's Monthly Report**

Williams highlighted some key activities from June, July and August 2020:

- The Summer Reading Club was completely virtual this year using the Beanstalk App. Close to 3,000 registrants read over 850,000 minutes of reading and completed 8,113 activities
- The Children's You Tube programming continued over the summer and had over 2,000 views of the content
- On 30<sup>th</sup> July, MPL partnered with the Ontario Science Centre for the Roving Mars programme
- The Put-Pen-to Paper contest was launched virtually, with an Instagram takeover and bestselling authors giving writing tips to teens. The winners were chosen by teen peers and awarded in August
- Authors hosting the Social Distance Book Club over the summer included Jann Arden, Clara Hughes, Robyn Doolittle, and Tara Ross
- Seniors' Month in June was celebrated by partnering with local organisations to offer programmes to seniors, including the Grandpals programme in which letters and artwork created by local teens were delivered virtually to seniors in retirement residences in Milton
- MPL's Community-Led Librarian partnered with the NFB of Canada to host a weekend of cinema highlighting Indigenous filmmakers and storytellers in honour of Indigenous History Month
- The One Book, One Milton selection was announced via Social Media: Samra Habib's *We Have Always Been Here*
- MPL's physical collection began circulating again on Friday, 5<sup>th</sup> June through the Curbside Collection service, with a total of 23,836 items circulating throughout the summer
- Sherwood Branch opened to the public on 5<sup>th</sup> August and Beaty Branch on 25<sup>th</sup> August
- The Hoopla streaming service showed a 151% increase over the same period in 2019 with 428 new users and 13,101 circulations
- The Cloud Library app exceeded expectations with over 11,000 active users, patrons checked out over 17,000 items during the three month period
- MPL launched its Mobile App in April 2020. Throughout the summer, there were almost 200,000 page views resulting in over 10,000 engaged sessions
- MPL became the first library in Canada to offer self-checkout in an app

### **7.2 Council Update**

Councillor Sameera Ali reported on Town Council activities for June, July and August.

**7.3 Q2 Quarterly Financial Update**

Williams presented the Q2 Quarterly Financial Update. Numbers are low for 50% of the year due to the Covid lockdown.

**7.4 2020 Year End Projection: September Update**

Williams presented the 2020 Year End Projection: September Update to the Board. Staff will not be looking to spend the surplus in 2020 as in previous years, due to the global pandemic.

**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, 22<sup>nd</sup> October, 2020 at 7:00 pm

**11. Adjournment:**

*Sarah Marshall* moved to adjourn the meeting at 9:07 pm. – carried.

**Signed:** \_\_\_\_\_

Sarah Marshall, Chair  
Milton Public Library Board

**Signed:** \_\_\_\_\_

Mark Williams, Chief Librarian  
Milton Public Library Board