

Regular Meeting of the Milton Public Library Board  
Wednesday, 16<sup>th</sup> June 2021 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), Matthew Fabian, Paul Hubahib, Margaret Warmels, Councillor Sameera Ali (arrived at 7:08 pm)

**Regrets:** Omer Amin, Councillor Kristina Tesser Derksen

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

Sarah Marshall (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 16<sup>th</sup> June 2021**

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

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

**3. Presentation by Integrity Commissioner Jeffrey Abrams & Janice Attwood-Petkovski, Principles Integrity**

The Board were provided with an overview of the Updated Code of Conduct for Councillors and members of the MPL Board, as approved by Council earlier in the year.

**4. Closed Session for Confidential Items**

**It was Moved by Matthew Fabian, Seconded by Margaret Warmels, to move into the Confidential Session at 7:47 pm. Carried**

**It was Moved by Paul Hubahib, Seconded by Margaret Warmels, to move out of the Confidential Session at 8:15 pm. Carried**

**5. Consent Agenda**

**5.1 Approval of the Minutes of 19<sup>th</sup> May, 2021**

**5.2 Correspondence**

i. Federation of Canadian Municipalities Conference Report via John Challinor

**5.3 Accounts (Operating & Capital) for May 2021**

#### **5.4 Staff Reports**

- i. 2020-21 Laurier Milton Lecture Series Summary
- ii. Read Woke Campaign Summary
- iii. UoT UX project

#### **Motion #21-1781**

**That the Milton Public Library Board approve the Consent Agenda for 16<sup>th</sup> June, 2021**

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

#### **6. Information Items:**

No Information Items for this month.

#### **7. Decision Items**

##### **7.1 Bookmobile Contract Award**

Williams reminded the Board that staff have been engaged in the process for selecting the vendors/ manufacturers for MPL's first bookmobile, with delivery anticipated in 2023. The evaluation team met with the qualified respondents and are recommending that the contract be awarded to Intercontinental Truck and Body of Surrey, BC.

#### **Motion #21-1782**

**That the Milton Public Library Board receive the report entitled "Bookmobile Contract Award"**

**And further,**

**That the Milton Public Library Board award the contract for the design and build of the MPL Bookmobile to InterContinental Truck & Body.**

**Moved by** *Margaret Warmels*, **Seconded by** *Matthew Fabian*, **Carried**

##### **7.2 Fines & Fees Structure Review**

Williams reported that staff have undertaken a review of MPL's Fines and Fee Structure, comparing other public libraries in Halton and across other municipalities. There are two recommended changes: i) Conservation Park Passes added with a \$5 overdue charge, and full replacement costs for lost items; ii) Sports Equipment kits, in partnership with the Town of Milton, with a \$5 overdue charge per kit, and replacement costs for lost items being the responsibility of the Town of Milton.

**Motion #21-1783**

**That the Milton Public Library Board approve the recommended changes to the Fines & Fees Structure**

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

**7.3 Sick Leave, Short and Long Term Disability policy recommendation**

Montesano presented the Sick Leave, Short and Long Term Disability policy to the Board as part of the policy review schedule. There are no changes recommended at this time.

**Motion #21-1784**

**That the Milton Public Library Board approve the “Sick Leave, Short and Long Term Disability Policy”**

**Moved by** *Paul Hubahib*, **Seconded by** *Margaret Warmels*, **Carried**

**7.4 Employee Benefits policy recommendation**

Montesano presented the Employee Benefits policy to the Board as part of the policy review schedule. There are no changes recommended at this time.

**Motion #21-1785**

**That the Milton Public Library Board approve the “Employee Benefits Policy”**

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

**7.5 Paid Holiday and Religious Observances policy recommendation**

Montesano presented the Paid Holiday and Religious Observances policy to the Board as part of the policy review schedule. There are no changes recommended at this time.

**Motion #21-1786**

**That the Milton Public Library Board approve the “Paid Holiday and Religious Observances Policy”**

**Moved by** *Margaret Warmels*, **Seconded by** *Paul Hubahib*, **Carried**

**7.6 Medical Appointment and Family Illness Leave policy recommendation**

Montesano presented the Medical Appointment and Family Illness Leave policy to the Board as part of the policy review schedule. After review, changes are recommended for these leaves to mirror the language in the Collective Agreement for unionised staff, which provides a greater benefit than the current policy.

**Motion #21-1787**

**That the Milton Public Library Board approve the “Medical Appointment and Family Illness Leave Policy”**

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

## **8. Reports and Updates**

### **8.1 Chief Librarian’s Monthly Report**

Williams highlighted some key activities from May 2021:

- Williams participated as a panel member in the PLA/ALA Webinar on what it takes to be an effective Library leader
- The new Pride benches, installed at all three locations, are garnering many positive reviews
- MPL’s 2020 Annual report is complete and will form part of the Town Council package on June 21<sup>st</sup> with Williams and Marshall attending on behalf of MPL
- MPL’s online storytimes had a record of 1,115 views in May, for a total of 5,251 views since the beginning of 2021
- The annual “Put Pen to Paper” short story contest for teens launched on May 19<sup>th</sup>
- MPL partnered with MCRC and hosted a “Celebrate Eid” programme with 75 participants
- 22 boxes of weeded books have been donated to the local prisons
- MPL connected with the First Nations Child and Family Caring Society to highlight Bear Witness Day
- In response to patron requests, MPL commenced six new book clubs in May as part of a new summer programming initiative
- EResources continued to grow through May
- 1,000% increase in Mobile App uses over the same time period in 2020
- MPL’s new IT Manager is commended for the inroads made to update and protect MPL’s IT infrastructure

### **8.2 Council Update**

Councillor Sameera Ali reported on Town Council activities for May 2021.

### **8.3 HR Committee**

Board Member Warmels summarised the outcome of the annual Board Self-Evaluation.

### **8.4 Board Advocacy Committee**

The Board Advocacy report and discussion has been tabled until the September 2021 meeting of the Library Board.

**9. Other Business**

Williams spoke about the vigil held by the Town of Milton for the family killed in London as a result of an Islamophobic attack. Councillor Ali spoke eloquently and represented the Town very well. The Board agreed to make a public statement promoting the all-inclusive safe space of MPL and denouncing racism, discrimination and hate in all forms.

**10. Member Announcements:**

None.

**11. Next Meeting Date:**

The next meeting will be held on Wednesday, 15<sup>th</sup> September, 2021 at 7:00 pm.

**14. Adjournment:**

*Sarah Marshall* moved to adjourn the meeting at 9:13 pm. – carried.

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

Sarah Marshall, Chair  
Milton Public Library Board

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

Mark Williams, Chief Librarian  
Milton Public Library Board