

Regular Meeting of the Milton Public Library Board  
Thursday, 19<sup>th</sup> November 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 (left the meeting at 7:43 pm), Paul Hubahib, Margaret Warmels, Councillor Sameera Ali, Councillor Kristina Tesser Derksen

**Regrets:** Matthew Fabian

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

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

**1. Approval of Agenda**

Williams asked that two additional items be added to the agenda:

5.5 ULC Innovation Award and 6.10 Holiday Closures.

**That the Milton Public Library Board approve the Agenda of 19<sup>th</sup> November 2020 as amended**

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

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

**3. Closed Session for Confidential Items**

**It was Moved by Paul Hubahib, Seconded by Councillor Kristina Tesser Derksen, to move into the Confidential Session at 7:06 pm. Carried**

**It was Moved by Margaret Warmels, Seconded by Councillor Sameera Ali, to move out of the Confidential Session at 7:42 pm. Carried**

**4. Consent Agenda**

**4.1 Approval of the Minutes of 22<sup>nd</sup> October, 2020**

**4.2 Correspondence**

**4.3 Accounts (Operating & Capital) for October**

**4.4 Staff Reports**

i. Food for Fines Summary

**Motion #20-1747**

**That the Milton Public Library Board approve the Consent Agenda for 19<sup>th</sup> November, 2020.**

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

**5. Information Items:**

**5.1 Diversity and Inclusion Training**

Montesano informed the Board that in partnership with Diversipro, MPL provided anti-racism training for all staff in the fall of 2020. This will be the first of a series of anti-racism initiatives delivered by Diversipro.

**5.2 Intellectual Freedom Training**

Williams informed the Board that Intellectual Freedom training was provided by James Turk of Ryerson University at the annual staff training day. As a foundational pillar of public library service provision, the training reiterates to staff that there should be no personal bias in the provision of library service to all. Williams confirmed with the Board that they are interested in participating in a session with Turk, which will be scheduled for the January meeting of the Board.

**5.3 2021 Board Report and Activity Schedule**

Hook presented the proposed 2021 Board Report and Activity Schedule to the Board. The Board requested that the process for initiating the Chief Librarian's Goal Setting be moved forward to September, to give more time for the project.

**5.4 2021 Budget Reduction Package Update**

Williams reported that there has been no request for MPL to reduce the 2021 Operating Budget request.

**5.5 ULC Innovation Award**

Williams has been informed by the Urban Libraries Council of the ALA that MPL will be the recipient of their Innovation Award for 2020, in the category of Communicating the Library's Value, as a result of MPL's re-branding efforts. MPL was selected as the winner from of pool of 260 applications.

**6. Decision Items**

**6.1 2021 Draft Operating Budget Update**

Williams confirmed to the Board that the 2021 Draft Operating Budget remains unchanged since the October meeting. As such, a request for 5.32% increase to the 2020 budget will be going forward to Council.

**Motion #20-1748**

**That the Milton Public Library Board confirm the 2021 Operating Budget as outlined in the report entitled “2021 Draft Operating Budget Update”**

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

**6.2 2021 Board Meeting Schedule**

Williams presented the proposed 2021 Board meeting schedule. The Board has requested that the March meeting be brought forward one week to 10<sup>th</sup> March 2020, in light of March break.

**Motion #20-1749**

**That the Milton Public Library Board approve the amended schedule of proposed meeting dates for 2021**

**Moved by** *Councillor Sameera Ali*, **Seconded by** *Margaret Warmels*, **Carried**

**6.3 2021 Goals and Objectives Draft Board Action Items; and**

**6.4 2021 Board Work Plan**

The Board decided it was appropriate to combine agenda items 6.3 and 6.4, in order to review the 2021 Goals and Objectives Draft Board Action Items and the 2021 Board Work Plan simultaneously.

**Motion #20-1750**

**That the Milton Public Library Board approve the 2021 Draft Board Work Plan and the 2021 Goals and Objectives Draft Board Action Items**

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

**6.5 Leaves of Absence Policy (as defined by the E.S.A.)**

As part of the MPL Policy Review schedule, Montesano presented the Board with the Leaves of Absence Policy. No changes are recommended at this time.

**Motion #20-1751**

**That the Milton Public Library Board approve the “Leaves of Absence Policy as defined by the Employment Standards Act”**

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

### **6.6 Personal Leaves of Absence Policy**

As part of the MPL Policy Review schedule, Montesano presented the Board with the Personal Leaves of Absence Policy. No changes are recommended at this time.

**Motion #20-1752**

**That the Milton Public Library Board approve the “Personal Leaves of Absence Policy”**

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

### **6.7 Pregnancy and Parental Leave Policy**

As part of the MPL Policy Review schedule, Montesano presented the Board with the Pregnancy and Parental Leave Policy. No changes are recommended at this time.

**Motion #20-1753**

**That the Milton Public Library Board approve the “Pregnancy and Parental Leave Policy”**

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

### **6.8 MPL Board Christmas Acknowledgement for Staff**

Williams reminded the Board that in previous years, the MPL Board has donated \$500 towards the staff Christmas party. However, due to the ongoing pandemic, there will be no in-person gathering in 2020, and so staff are recommending that the Board donate \$500 to the MCRC Infant Food Bank on behalf of the MPL staff.

**Motion #20-1754**

**That the Milton Public Library Board approve the contribution of monies from the Board Expenses budget for the Staff Christmas Acknowledgement in the amount of \$500**

**And further**

**That the \$500 be donated to the MCRC Infant Food Bank on behalf of MPL staff**

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

### **6.9 OLA Super Conference Board Attendance**

Williams reported to the Board that the 2021 OLA Super Conference is scheduled to be held virtually and that the cost to host all staff and trustees has been reduced. Williams asked that any Board members who would like to be included to advise staff of their interest.

**Motion #20-1755**

**That the Milton Public Library Board advise staff of their interest in registering for the virtual OLA Super Conference**

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

**6.10 Christmas Holiday Closure Update**

Williams presented the updated holiday closure, including Monday, December 28<sup>th</sup> as the recognised statutory holiday for Boxing Day in 2020. Williams is also recommending that MPL remain closed on Sunday, December 27<sup>th</sup>.

**Motion #20-1756**

**That the Milton Public Library Board approve the updated Christmas Holiday closures for 2020**

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

**7. Reports and Updates**

**7.1 Chief Librarian's Monthly Report**

Williams highlighted some key activities from October 2020:

- MPL is working on the update to the Master Plan with Monteith Brown, with a view to bringing a final version to the Board at the meeting in January 2021
- The e-newsletter continues to outgrow industry standards, being delivered to more than 30,000 patrons, with a 48% open rate and a 10% click-through rate
- Teen programming grew substantially in October, with over 1,000 registrants, representing a 358% increase over October 2019
- CBC presenter, Michael Serapio will join MPL again to host the One Book One Milton event on the 11<sup>th</sup> of January, 2021
- A new partnership with the Canadian Caribbean Association of Halton, and the African Caribbean Council of Halton will bring author Ijeoma Oluo, "So You Want to Talk About Race" to MPL for a virtual author visit on 24<sup>th</sup> February 2021 during Black History Month
- Donations of withdrawn books are supporting community partners at a local French school, Maplehurst and Vanier Correctional Facilities, and Seasons Retirement Home
- MPL's physical collection continues to be well utilised despite health restrictions which limit the number of patrons in the building.

**7.2 Council Update**

Councillor Sameera Ali reported on Town Council activities for October 2020.

**7.3 2020 Year End Projection: November Update**

Williams presented the 2020 Year End Projection: November Update with no significant changes to report, from the previous month.

**7.4 HR Committee: No Report**

**7.5 Board Advocacy Committee: No Report**

**7.6 SOLS Trustee Council: 14<sup>th</sup> November 2020**

Matthew Fabian attended the SOLS Trustee Council meeting on Saturday, 14<sup>th</sup> November. A synopsis has been sent to the Board Members.

**8. Other Business**

None

**9. Member Announcements:**

1. Councillor Sameera Ali announced that Milton has installed its first wheelchair swing at Lions Park.
2. Councillor Kristina Tesser Derksen announced that she has recently become a Board member for the Townsend Smith Foundation.
3. Board Chair Sarah Marshall reminded the Board members to support local businesses this holiday season.

**10. Next Meeting Date:**

The next meeting will be held on Wednesday, 20<sup>th</sup> January, 2021 at 7:00 pm.

**11. Adjournment:**

*Sarah Marshall* moved to adjourn the meeting at 8:56 pm. – carried.

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

Sarah Marshall, Chair  
Milton Public Library Board

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

Mark Williams, Chief Librarian  
Milton Public Library Board