

Regular Meeting of the Milton Public Library Board  
Wednesday, 15<sup>th</sup> January 2020  
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), Matthew Fabian, Margaret Warmels, Councillor Sameera Ali, Councillor Kristina Tesser Derksen

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

**Regrets:** Omer Amin, Maggie Chan, Cyndi Duncan

Sarah Marshall (Chair) called the meeting to order at **7:00** p.m.

**1. Approval of Agenda**

**That the Milton Public Library Board approve the Agenda of 15<sup>th</sup> January 2020**

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

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

**3. Closed Session for Confidential Items**

**It was Moved by Margaret Warmels, Seconded by Matthew Fabian, to move into the Confidential Session at 7:01 pm. Carried**

**It was Moved by Matthew Fabian, Seconded by Margaret Warmels, to move out of the Confidential Session at 7:27 pm. Carried**

**4. Consent Agenda**

**4.1 Approval of the Minutes of 20<sup>th</sup> November, 2019 and 11<sup>th</sup> December 2019**

**4.2 Correspondence (none)**

**4.3 Accounts (Operating and Capital) for November and December**

**4.4 Staff Reports**

**i. Branch Profile Updates**

**ii. Sherwood Branch Update**

Hook reported to the Board that in the first two months' of operation, there were 35,000 visitors to the branch and over 25,000 items circulated.

**iii. Q4 and Year End Patron Feedback Summary**

**iv. 2019 Inaugural Year End Book Sale Summary**

**v. Q4 Departmental Quarterly Report**

**vi. New Patron Registrations & Languages Read at Home Summary**

Williams highlighted the fact that 71% of the Milton population are active library card users, with Milton being the first library system in Canada to reach this status.

**vii. 2020 Holiday Closures**

**Motion #20-1709**

**That the Milton Public Library Board approve the Consent Agenda for 15<sup>th</sup> January, 2020.**

**Moved by Matthew Fabian, Seconded by Councillor Kristina Tesser Derksen, Carried**

**5. Information Items**

**5.1 2019 Goals & Objectives / Work Plan Summary**

Hook presented the Goals and Objectives and Work Plan Summary for 2019.

**5.2 2019 Board Work Plan Achievement Summary**

Hook presented the Board with their Work Plan achievement summary for 2019.

**5.3 2020 Library Board Report and Activity Schedule**

Brought forward from December and discussed at **6.8**.

**5.4 2020 Budget Update**

Williams presented the final numbers subsequent to the Budget approval at Council in December. Milton Public Library has a 0% increase for 2020.

**6. Decision Items**

**6.1, 6.2, 6.3 Donations Policy, Sponsorship Policy and Naming Rights Policy Recommendations**

Staff are not recommending any changes to these policies at this time.

**Motion #20-1710**

**That the Milton Public Library Board approve the Policies: “Donations Policy”, “Sponsorship Policy”, and “Naming Rights Policy”**

**Moved by Councillor Kristina Tesser Derksen, Seconded by Matthew Fabian, Carried**

#### **6.4 2019 Year End Surplus Recommendation**

This item is deferred to the March 2020 meeting of the Library Board, at which time the 2019 financial numbers will be finalised.

#### **6.5 Health & Safety Policy Recommendation**

Staff are not recommending any changes to this policy at this time. A signed copy of the policy will be posted for library staff at all MPL locations.

#### **Motion #20-1711**

**That the Milton Public Library Board approve the “Health & Safety Policy”**

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

#### **6.6 Respect in the Workplace Policy Recommendation**

After discussion, it was decided that this policy will be updated and deferred to the March 2020 meeting of the Library Board.

#### **6.7 Town of Milton Related Party Disclosures**

Williams presented the Board with the Key Management Personnel declarations for the 2019 budget year. Board members in attendance signed and returned their forms.

#### **6.8 2020 Board Meeting Schedule Update**

The updated legislation in the Public Libraries Act has set a minimum of seven meetings for Library Boards instead of ten. Williams presented the Board with an updated schedule of seven proposed meeting dates for 2020.

#### **Motion #20-1712**

**That the Milton Public Library Board approve the updated schedule of proposed meeting dates for 2020**

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

### **7. Reports and Updates**

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

Williams highlighted some key items from November and December’s reports:

- The new philosophical approach to collection development is proving effective at Sherwood Branch where more than 50% of the collection is circulating at any given time
- Year-over-year statistics show a 13% increase in book circulation

- The Celebrating Stories programme had a successful year in 2019 and staff are looking at ways to update it for 2020
- The “Shelf Management” wand has been tested with positive feedback from staff
- The creative work on the new Children’s Programme room has been completed
- The new MPL branded canvas bags were made available to patrons in November
- The new corporate logos were installed at all MPL locations
- The switch to the Cloud Library from Overdrive is complete and there have been no complaints from patrons – the usage of the service in three months has been outstanding
- The Indigenous collection has been updated in the catalogue and all terms deemed racist or offensive have been removed

## **7.2 Council Update**

Councillor Kristina Tesser Derksen and Councillor Sameera Ali reported on Town Council activities for December and January.

## **7.3 OLA Super Conference Board Attendance**

Williams reminded the Board of the Conference and encouraged their attendance to the Board Bootcamp.

## **7.4 November Year End Projection**

Williams presented the November 2019 Year-End Projection to the Board.

**7.5 HR Committee:** No report, December and January

**7.6 Board Advocacy Committee:** No report, December and January

**7.7 SOLS Trustee Council:** No report, December and January

## **8. Other Business:**

### **8.1 1000 Books Before Kindergarten**

Williams highlighted the poster for 1000 Books Before Kindergarten. The MPL version has been branded with the MPL bees.

### **8.2 Access to Booknet**

Williams reported that MPL is writing a letter together with three other Ontario libraries to Sierra to protest their refusal to accommodate the Booknet software into the ILS programme, as other ILS providers have already done.

## **9. Member Announcements:**

None.

## **10. Next Meeting Date:**

The next meeting will be held on Wednesday, 25<sup>th</sup> March, 2020 at 7:00 pm.

**II. Adjournment:**

*Sarah Marshall* moved to adjourn the meeting at 8:45 pm. – carried.

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

Sarah Marshall, Chair

Milton Public Library Board

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

Mark Williams, Chief Librarian

Milton Public Library Board