

Regular Meeting of the Milton Public Library Board  
Wednesday, 17<sup>th</sup> November, 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), Omer Amin, Matthew Fabian, Margaret Warmels, Councillor Kristina Tesser Derksen

**Regrets:** Councillor Sameera Ali

**Staff:** Mark Williams, Carly Anderson, Vito Montesano, Cyndi Duncan (Recorder)

Sarah Marshall (Chair) called the meeting to order at 7:05 p.m.

**1. Approval of Agenda**

**That the Milton Public Library Board approve the Agenda of 17<sup>th</sup> November 2021, as amended**

**Moved by Matthew Fabian, Seconded by Councillor Kristina Tesser Derksen, 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 7:07 pm. Carried**

**It was Moved by Matthew Fabian, Seconded by Omer Amin, to move out of the Confidential Session at 8:10 pm. Carried**

**4. Consent Agenda**

**4.1 Approval of the Minutes of 20<sup>th</sup> October, 2021**

**4.2 Correspondence**

**4.3 Accounts (Operating & Capital) for October 2021**

**4.4 Staff Reports**

No reports for November

**Motion #21-1802**

**That the Milton Public Library Board approve the Consent Agenda for 17<sup>th</sup> November, 2021**

**Moved by Councillor Kristina Tesser Derksen, Seconded by Margaret Warmels, Carried**

**5. Information Items**

**5.1 2022 Board Report and Activity Schedule**

Williams presented the 2022 Board Report and Activity Schedule to the Board. This is a dynamic document which will be updated as needed throughout the year.

**5.2 2021 Overview to Council**

Williams reported to the Board that as in previous years, he has been invited to present to Council's Budget Workshop on 29<sup>th</sup> November 2021.

**6. Decision Items**

**6.1 2022 Draft Operating Budget Update**

Williams reminded the Board that the 2022 Draft Operating Budget was approved in principle at the October Board meeting. Since that time, Williams has confirmed with staff at the Town of Milton that MPL will be going forward with this budget as previously presented: \$5,308,485 which represents an increase of 5.33%.

**Motion #21-1803**

**That the Milton Public Library Board confirm the 2022 Operating Budget as outlined in the report entitled "2022 Draft Operating Budget update"**

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

**6.2 2022 Board Meeting Schedule**

Williams presented the Board with a proposed meeting schedule for 2022.

**Motion #21-1804**

**That the Milton Public Library Board approve the schedule of proposed meeting dates for 2022**

**Moved by Councillor Kristina Tesser Derksen, Seconded by Margaret Warmels, Carried**

**6.3 Resumption of In-Person Board Meetings**

Williams reported to the Board that as a result of the efficacy of the COVID-19 vaccine campaign in Ontario and within Halton Region, it is anticipated that capacity limits for MPL will be removed 17<sup>th</sup> January 2022, enabling the Board to again meet in person. A requirement

of doing so is that all members of the Board have received two doses of a federally approved COVID-19 vaccine.

**Motion #21-1805**

**That the Milton Public Library Board approve the resumption of in-person Board meetings in 2022**

**Moved by** *Margaret Warmels*, **Seconded by** *Councillor Kristina Tesser Derksen*, **Carried**

**6.4 2022 Goals & Objectives Draft Board Action Items**

Anderson presented the 2022 Goals and Objectives Draft Board Action Items to the Board. The Action items support the 2022 Goals and Objectives and help drive MPL's continued development over the course of the coming year.

**Motion #21-1806**

**That the Milton Public Library Board approve the 2022 Goals and Objectives Draft Board Action Items**

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

**6.5 2022 Draft Board Work Plan**

Anderson presented the 2022 Draft Board Work Plan. This includes annual activities and professional development opportunities that are of relevance to the Board.

**Motion #21-1807**

**That the Milton Public Library Board approve the 2022 Board Work Plan**

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

**6.6 Termination of Employment Policy**

Montesano presented the Termination of Employment Policy, brought forward in accordance with the MPL Policy Review Schedule. There are no changes being recommended at this time.

**Motion #21-1808**

**That the Milton Public Library Board approve the "Termination of Employment Policy"**

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

### **6.7 Volunteer Policy**

Anderson presented the Volunteer Policy as part of the MPL Policy Review Schedule

#### **Motion #21-1809**

**That the Milton Public Library Board approve the “Volunteer Policy”**

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

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

Williams reminded the Board that due to the global pandemic in 2020, the money ordinarily set aside for the annual Christmas Staff acknowledgement was donated to the MCRC Infant Food Bank on behalf of MPL staff..

#### **Motion #21-1810**

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

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

Williams informed the Board that the 2022 OLA Super Conference will again be held virtually between the 1<sup>st</sup> and 5<sup>th</sup> February 2022. As MPL has been offered the discounted group registration rate, it will be available for all members to attend.

#### **Motion #21-1811**

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

**Moved by** *Margaret Warmels*, **Seconded by** *Councillor Kristina Tesser Derksen*, **Carried**

### **6.10 Gender Neutral Washrooms**

Williams reported that subsequent to his recording of MPL’s Beyond the Stacks podcast with PFlag Halton, the idea of Gender Neutral washrooms was suggested to be a further indication of MPL’s support of the 2SLGBTQ+ community. This can be easily accomplished with the change of signage on the family washrooms at the Main Library location.

**Motion #21-1812**

**That the Milton Public Library Board approve the change in signage on the universal washrooms in order to create Gender Neutral washrooms at MPL**

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

## **7. Reports and Updates**

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

Williams highlighted some key activities from October 2021:

- Impressive work continues on the redesign of the MPL website
- Williams attended the Library Leaders Forums hosted by the Internet Archive
- The new Marketing and Communications assistant is making great inroads in their new position
- MPL's e-resources continue to gain traction with an increase of over 21% in e-books over the same period in 2020; e-learning saw usage increase by 189% over the same period in 2020.
- The culminating OBOM event with Jagmeet Singh was held on 21<sup>st</sup> October, with over 640 attendees
- For Culture Days, MPL hosted a Canadian Caribbean Association of Halton Reading Corner session with local Milton author, Abimbola Anifoshowe reading from their book "Kaaro Tomi, Good Morning, Tomi"
- The Laurier Milton Lecture series commenced its 2021-2022 series with a virtual session on Global Warming
- The IT function is being greatly supported by the IT Manager and the IT Technician

### **7.2 Council Update**

Councillor Kristina Tesser Derksen reported on Town Council activities for October 2021.

### **7.3 2021 Year End Projection: November Update**

Williams the updated year-end projection to the Board. At this time a surplus of approximately \$1,580 is expected.

### **7.4 HR Committee: no update**

### **7.5 Board Advocacy Committee: no update**

## **8. Other Business: None**

**9. Member Announcements:** None

**10. Next Meeting Date:**

The next meeting will be held on Wednesday, 19<sup>th</sup> January, 2022 at 7:00 pm.

**11. Adjournment:**

*Sarah Marshall* moved to adjourn the meeting at 8:53 pm. – carried.

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

Sarah Marshall, Chair

Milton Public Library Board

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

Mark Williams, Chief Librarian

Milton Public Library Board