

Regular Meeting of the Milton Public Library Board
Wednesday, 15th September 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, Councillor Sameera Ali, Councillor Kristina Tesser Derksen

Regrets: Margaret Warmels, Matthew Fabian

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

Sarah Marshall (Chair) called the meeting to order at **7:07** p.m.

1. Approval of Agenda

That the Milton Public Library Board approve the Agenda of 15th September 2021

Moved by *Councillor Kristina Tesser Derksen*, **Seconded by** *Omer Amin*, **Carried**

2. Declaration of Interest: None declared.

3. Board Member Announcement

Sarah Marshall, Board Chair, announced that Paul Hubahib has resigned from the Board for personal reasons.

4. Welcome & Introduction

Carly Anderson, Deputy Chief Librarian was introduced to the Board by Mark Williams. Carly has been working as the Manager, Culture at the Town of Milton and is excited to be joining the team at Milton Public Library.

5. Closed Session for Confidential Items

It was Moved by *Omer Amin*, **Seconded by** *Councillor Kristina Tesser Derksen*, **to move into the Confidential Session at 7:12 pm. Carried**

It was Moved by *Councillor Sameera Ali*, **Seconded by** *Councillor Kristina Tesser Derksen*, **to move out of the Confidential Session at 7:45 pm. Carried**

6. Consent Agenda

6.1 Approval of the Minutes of 16th June, 2021

6.2 Correspondence

6.3 Accounts (Operating & Capital) for June, July, & August 2021

6.4 Staff Reports

- i. Q2 Departmental Quarterly Report
- ii. Curbside Collection Summary
- iii. Branch Re-opening Summary

Motion #21-1789

That the Milton Public Library Board approve the Consent Agenda for 15th September, 2021

Moved by Omer Amin, Seconded by Councillor Sameera Ali, Carried

7. Information Items:

7.1 Q2 Public Feedback Summary, and Customer Satisfaction Summary

Anderson presented the report on the Q2 Public Feedback Summary and Customer Satisfaction Summary. In Q2, 64 total reactions were recorded through the Happy-or-Not platform and 86% of respondents indicated they were very happy or happy with how we are doing.

7.2 Beaty Branch Election Day

Williams informed the Board that Beaty Branch will be used a polling location for the upcoming federal election.

8. Decision Items

8.1 2020 Financial Audit

Williams presented the 2020 Financial Audit report to the Board. The audit statement does not identify any areas of concern or recommendations for adjustment in financial processes for MPL, outside of the potential impacts of the pandemic.

Motion #21-1790

That the Milton Public Library Board review the report entitled “2020 Financial Audit”

And Further,

That the 2020 Financial Statement prepared by KPMG be accepted, as presented

Moved by Councillor Kristina Tesser Derksen, Seconded by Omer Amin, Carried

8.2 Customer Service Policy Recommendation

Williams presented the Customer Service Policy to the Board for approval as part of the regular review schedule. This policy has been updated to include a statement of commitment to diversity and social inclusion.

Motion #21-1791

That the Milton Public Library Board approve the “Customer Service Policy”

Moved by *Councillor Sameera Ali*, **Seconded by** *Omer Amin*, **Carried**

8.3 Mandatory Vaccination Policy Recommendation

Montesano presented the Board with the new Mandatory Vaccination Policy for MPL employees, subsequent to the release of provincial legislation mandating these policies in high risk settings, and guidelines provided by the Halton Regional Medical Officer of Health.

Motion #21-1792

That the Milton Public Library Board approve the “Mandatory Vaccination Policy”

Moved by *Councillor Kristina Tesser Derksen*, **Seconded by** *Councillor Sameera Ali*, **Carried**

8.4 Paid Holiday and Religious Observances policy recommendation

Montesano presented the updated Paid Holiday and Religious Observances policy recommendation. The policy is being brought forward again in 2021 due to the new Statutory Holiday announced by the Federal Government: National Day for Truth and Reconciliation, on September 30th.

Motion #21-1793

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

Moved by *Councillor Sameera Ali*, **Seconded by** *Omer Amin*, **Carried**

9. Reports and Updates

9.1 Chief Librarian’s Monthly Report

Williams highlighted some key activities from June, July & August 2021:

- Williams was interviewed on video by Wilfred Laurier University re: Campus expansion and partnerships with MPL
- Weekly meetings were held with RC Design regarding the new website design, which is expected to launch in the new year

APPROVED

- MPL hosted a meeting with Andy Scott, Director, Strategic Initiatives and Business Development at the Town of Milton and the Deputy Chief Librarian to learn from MPL Re: Equity, Diversity, Inclusion and ongoing work with DiversiPro as well as discussing future strategic partnership opportunities
- Hosted bookmobile planning committee meetings
- Created an Equity, Diversity and Inclusion document that was shared with the public
- Emily Thompson, Community-Led Librarian, was promoted to Bookmobile Librarian
- Selina Long, maternity-leave contract Adult Librarian, will be joining us permanently as the new Community-Led Librarian
- The new Pride Benches have garnered a lot of positive feedback on social media. Thanks to the Councillors for leading the Town charge on the inclusivity for LGBTQ+ community
- MPL hosted the Canadian Métis children's author, David Bouchard, on 21st June with nearly 3,500 people in attendance
- MPL conducted five programmes with the Rick Hansen Foundation and the local Food for Life organisation
- MPL hosted Ontario's first-ever Poet Laureate, Randell Adjei to discuss his latest book "I Am Not My Struggles"
- The Summer Reading Club had a total of 8,319 programme participants, with 874,405 minutes read which is up 29% from 2020
- The Put Pen to Paper contest concluded with 46 participants, up 35% from previous year
- The Food for Life Fridge at Beaty Branch was actively used throughout the summer with a total of 210 bags of healthy, nutritious food distributed to Beaty's patrons and neighbours
- Overall circulation increased 71% over 2020
- MPL is partnering with Conservation Halton to install physical and digital StoryWalks® this fall using MPL's app
- MPL partnered with the Town of Milton to lend sports kits starting in June. The staff made links available through the catalogue and the kits were borrowed 350 times from June through August
- MPL became part of the Google Knowledge Panel in March 2021 using the LinkedData tool with approximately 3,000 borrowing activities happening using the interface in Q2
- MPL is excited to begin marketing the sale of Beaty Branch honey, in partnership with HumbleBee in late September

9.2 Council Update

Councillor Kristina Tesser Derksen reported on Town Council activities for June, July & August 2021.

9.3 Q2 Quarterly Financials

Williams presented the Q2 quarterly financial reports. MPL is right on target for year-to-date expenses.

9.4 2020 Year-End Projection – September update

Williams presented the September update for the year-end projection. Staff are currently projecting a surplus of approximately \$135,000 due to savings in the part-time salary lines as a result of reductions in operating hours throughout the course of the year. It is likely this surplus amount will fluctuate between now and the end of the year, however, staff will purposefully not be looking to expend or reduce the surplus as in previous years.

9.5 HR Committee – no update

9.5 Board Advocacy Committee – no update

10. Other Business

10.1 Williams attended the Pride Town Hall hosted by Adam Van Koeverden, where MPL was celebrated for being an inclusive organisation.

11. Member Announcements:

11.1 Councillor Ali announced that orange crosswalks are coming to Milton along with an indigenous art installation.

11.2 Williams announced that he has been invited to attend the Area-8 renaming event

11.3 Board Member Amin announced that he changed jobs over the summer, moving from Microsoft to Amazon.

12. Next Meeting Date:

The next meeting will be held on Wednesday, 20th October, 2021 at 7:00 pm.

14. Adjournment:

Sarah Marshall moved to adjourn the meeting at 8:38 pm. – carried.

Signed: _____

Sarah Marshall, Chair
Milton Public Library Board

Signed: _____

Mark Williams, Chief Librarian
Milton Public Library Board