

Regular Meeting of the Milton Public Library Board
Wednesday, 30th March 2022 at 7:15 pm
Via Zoom online conferencing

Mission Statement

The Milton Public Library empowers the community to Read. Learn. Create. Connect.

Minutes

Members: Matthew Fabian (Acting Chair), Omer Amin, Councillor Sameera Ali, Councillor Kristina Tesser Derksen

Regrets: Sarah Marshall, Margaret Warmels

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

Matthew Fabian (Acting Chair) called the meeting to order at 7:20 p.m.

1. Approval of Agenda

That the Milton Public Library Board approve the Agenda of 30th March 2022 as amended

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

2. Declaration of Interest: None declared.

3. Staffing Update

Williams updated the Board with two new staffing updates:

- i) Vito Montesano has a new title: Director, Human Resources
- ii) Kanta Kapoor is the new Director, Support Services, which is both a title change and a promotion to the leadership team.

Williams congratulated both Montesano and Kapoor as these changes have been made in response to their performance excellence.

4. Closed Session for Confidential Items

It was Moved by Councillor Sameera Ali, Seconded by Matthew Fabian, to move into the Confidential Session at 7:25pm. Carried

It was Moved by Councillor Kristina Tesser Derksen, Seconded by Matthew Fabian, to move out of the Confidential Session at 7:30 pm. Carried

It was Moved by Councillor Sameera Ali, Seconded by Councillor Kristina Tesser Derksen, to move back into the Confidential Session at 7:51 pm. Carried

It was Moved by Councillor Sameera Ali, Seconded by Omer Amin, to move out of the Confidential Session at 7:53 pm. Carried

5. Consent Agenda

5.1 Approval of the Minutes of 19th January, 2022

5.2 Correspondence

- i. TD CyberGrants

5.3 Accounts (Operating & Capital) for January & February 2022

5.4 Staff Reports

- i. New Horizons for Seniors Programme (NHSP) Project Notification

Staff informed the Board that a successful grant application was submitted in December 2021 for a project entitled: “The Hand-Me-Down-Project”. Programmes are expected to launch in spring, 2022.

Motion #22-1819

That the Milton Public Library Board approve the Consent Agenda for January, 2022

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

6. Information Items

6.1 Year End Position

Williams confirmed that following all the year-end entries, the year-end surplus to be transferred to the Library Tax-Rate Stabilisation Reserve is \$86,135.

6.2 2022 Marketing and Communications Strategy and Plan Update

Staff presented the 2022 Marketing and Communications Strategy & Plan.

6.3 COVID-19 Update

This report outlines the timelines for lifting pandemic restrictions which have been adopted by MPL. These timelines mirror the guidelines as set out by the Province of Ontario on 9th March 2022.

6.4 2021 Annual Report Overview

The report highlights MPL’s efficacy as a high-performing public institution and will provide stakeholders with a glimpse of what’s to come as MPL prioritises diversity, inclusion, efficiency, innovation and service excellence.

6.5 Firewall Contract Award Notification

Following a review of firewall services at MPL, a request for quotes was tendered in Q4 2021. The successful vendor is Lanworks. Staff will monitor and review the service throughout 2022.

7. Decision Items

7.1 COVID-19 Public Access Policy

As a result of the relaxation of all Public Health guidelines Montesano brought forward the repeal of this policy. Going forward, staff will continue to monitor all the Public Health recommendations and government requirements in relation to COVID-19.

Motion #22-1820

That the Milton Public Library Board approve the repeal of the COVID-19 Public Access Policy

Moved by *Matthew Fabian*, **Seconded by** *Omer Ali*, **Carried**

7.2 Non-Medical Facemask Policy

Montesano also brought forward the repeal of this policy, following the provincial government announcement that effective 21st March 2022, facemasks are no longer required in public settings, including libraries.

Motion #22-1821

That the Milton Public Library Board approve the repeal of the Non-medical Facemask Policy

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

7.3 MPL Uniform Recommendation

Staff are recommending the introduction of uniform pieces that include polo shirts, button down shirts and sweaters driven by MPL's corporate brand colours with the bee embroidered on the chest of each item. The initial investment is approximately \$20,000 and can be absorbed in the current year's operating budget. The ongoing operational budget line for replacement pieces will be a lesser amount.

Motion #22-1822

That the Milton Public Library Board approve MPL Uniform Recommendation

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

7.4 Web Archiving Collection Management Policy

Kapoor presented the new policy, developed through MPL’s participation in the Community Webs Project which outlines specific criteria used to assess the merit of accessioning web content to be included in the Web Archive.

Motion #22-1823

That the Milton Public Library Board approve the Web Archiving Collection Management Policy

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

7.5, 7.6, 7.7, 7.8 Board Training Policy, Board Self-Evaluation Policy, Duties & Responsibilities of Board Members, Board Orientation Policy

Williams presented the four reports and policies together for the Board’s consideration. The Board Training Policy has been updated to reference the online Board Orientation portal as the primary tool for MPL’s new Board members. Both the Board Self-Evaluation Policy and Duties and Responsibilities of Board members have no changes recommended other than minor wordsmithing and the Board Orientation Policy has been updated to reference the online Board Orientation portal as the primary tool for MPL’s new Board members.

Motion #22-1824

That the Milton Public Library Board approve the Board Training Policy; the Board Self Evaluation Policy, Duties & Responsibilities of Board Members and the Board Orientation Policy

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

7.9 Collections Contract Awards Notification

Williams presented the Collections Contract Awards Notification for the Board’s approval. The vendors of choice are: CVS Midwest Tape, Library Bound and Whitehots. Staff are confident that these three vendors are the best choice to meet demand and to respond to the changing needs of MPL’s patrons.

Motion #22-1825

That the Milton Public Library Board approve Collections Contract Awards Notification

Moved by Councillor Sameera Ali, Seconded by Matthew Fabian, Carried

7.10 Main Library Expansion Budget Increase

Williams presented the report on the Main Library Expansion Budget Increase for the Board's approval. Further to the initial discussions and approval at the Town Council meeting on 6th December 2021, finer detail of the expansion has been prepared and a more detailed budget is ready to be presented to Council to fund the expansion accordingly. Staff are seeking approval from the Board to support the increased budget request of Town Council.

Motion #22-1826

That the Milton Public Library Board approve Main Library Expansion Budget Increase

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

7.11 Resumption of In-Person Board Meetings Update

Williams presented the report to the Board to approve resumption of In-Person Board meetings. Further to the governmental directives to roll-back pandemic related restrictions, staff are recommending that in-person Board meetings resume in May 2022.

Motion #22-1827

That the Milton Public Library Board approve the Resumption of In-Person Board Meetings Update

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

7.12 Inclusion, Diversity, Equity and Anti-Racism

Montesano presented Diversipro's report outlining 32 recommendations to make MPL a truly Anti-Racist organisation. The Leadership team is fully committed to the achievement and implementation of the recommendations and embedding them within the overall strategy.

Motion #22-1828

That the Milton Public Library Board approve the Inclusion, Diversity, Equity and Anti-Racism Policy

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

7.13 Beaty Branch Voting Location Request

Williams presented the report Beaty Branch Voting location Request. Board approval is being sought as two of the days requested by the Town of Milton are for use during normal hours of operation.

Motion #22-1829

That the Milton Public Library Board approve the Beaty Branch Voting Location Request

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

8. Reports and Updates

8.1 Chief Librarian’s Monthly Report

Williams highlighted some key activities from January and February 2022, including a new YouTube video with Williams and Kapoor highlighting the new digital scanner. Williams also updated the Board on the stats from the Lawrence Hill event as there were in excess of 12,000 people at the one event – a new record!

8.2 Council Update

Councillor Sameera Ali reported on Town Council activities for January and February 2022.

8.3 HR Committee: no update

8.4 Board Advocacy Committee: no update

9. Other Business:

9.1 Councillor Tesser Derksen informed the Board that the Farmer’s Market will be starting again in May. The location was confirmed as the Milton Fairgrounds.

9.2 Williams reminded the Board of the OBOM main event on Thursday, 21st April with Mark Critch, author of “Son of a Critch”. The evening will be hosted again by Michael Serapio of the CBC.

10. Member Announcements: None

11. Next Meeting Date:

The next meeting will be held on Wednesday, 25th May, 2022 at 7:00 pm.

12. Adjournment:

Matthew Fabian moved to adjourn the meeting at 9:35pm. – carried.

Signed: _____
Matthew Fabian, Acting Chair
Milton Public Library Board

Signed: _____
Mark Williams, Chief Librarian
Milton Public Library Board