

Regular Meeting of the Milton Public Library Board
Wednesday, 21st September 2022, at 7:00 pm

Mission Statement

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

Minutes

Members: Sarah Marshall (Chair), Councilor Kristina Tesser Derksen, Margaret Warmels, Omer Amin, Matthew Fabian

Regrets: Councilor Sameera Ali

Staff: Mark Williams, Vito Montesano, Kanta Kapoor (Recorder)

Sarah Marshall (Chair) called the meeting to order at 7:03 pm.

1. Approval of Agenda

That the Milton Public Library Board approve the Agenda of 21st September 2022 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 Councillor Kristina Tesser Derksen, Seconded by Omer Amin, to move into the Confidential Session at 7:03 pm. Carried

It was Moved by Matthew Fabian, Seconded by Omer Amin, to move out of the Confidential Session at 8:45 pm. Carried

4. Consent Agenda

4.1 Approval of the Minutes of 15th June. 2022

4.2 Correspondence

- i. Various congratulatory emails/cards
- ii. Various acknowledgements from PFLAG, CCAH, Michael Serapio

4.3 Accounts (Operating & Capital) for June, July & August 2022

4.4 Staff Reports

- i. Healthy Communities Initiative: Indigenous Garden at the Beaty Branch update
- ii. Q2 Departmental quarterly report

Motion #22-1848

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

Moved by Councillor *Matthew Fabian*, Seconded by *Omer Amin*, Carried

5. Information Items

5.1 Q2 Patron Feedback and Customer Satisfaction Survey

Kapoor advised that MPL continues to receive and review patron feedback via our online channels and Happy Or Not Kiosks.

5.2 Staffing Update (verbal)

Williams updated the Board on filling various vacancies at MPL.

5.3 New Organisational structure

Williams updated the Board with MPL's new organisational structure. The revisions are as a result of the planned review, delayed due to the pandemic, and based on the efficacy/shortcomings of the revised structure, incorporating staff feedback.

5.4 Queen's Jubilee Pin (verbal update)

Williams apprised the Board that the Federal Government's Queen's Jubilee Pin was presented to him for exceptional service and dedication to supporting the Milton community by MP and MPL Community Ambassador Adam Van Koeverden. This award was presented on 2nd September at an event at Conservation Halton, whilst Prime Minister Justin Trudeau was visiting Milton.

5.5 Beaty Branch Election Day (verbal update)

Williams updated the Board that the Beaty location will be used for the upcoming election from 14th to 24th October. The branch will remain open for patrons during its opening hours/days.

5.6 Meeting with Lyndon George, Hamilton Justice Centre (verbal update)

Williams provided an update on his meeting with MPL's Chief Diversity Officer and Lyndon George, Indigenous Rights Coordinator, Hamilton Justice Centre.

5.7 Pulse Survey results #1

Montesano briefed the Board about the first Pulse Survey results.

6. Decision Items

6.1 HR – 13 Salary Administration

Montesano presented the Salary Administration Performance Related Pay policy which aligns MPL with the Town of Milton's Pay-for-Performance model. The Policy was approved as amended.

Motion #22-1849

That the Milton Public Library Board approve the HR-13 with amendment Salary Administration Policy retroactively applying Performance Related pay to applicable staff to 1st July, 2018, amended to reflect any previously expedited compensation

Moved by *Omer Amin*, Seconded by *Margaret Warmels*, Carried

6.2, and 6.3 - 2021 Financial audit and Bed Bug Prevention and Containment Policy

Williams presented these two reports and policies together for the Board's consideration. There are no changes being recommended to the policies.

Motion #22-1850

That the Milton Public Library Board approve the policies: Financial audit and bed Bug Prevention and Containment Policy.

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

7. Reports and Updates

7.1 Chief Librarian's Monthly Report

Williams highlighted some key activities from June to August, including an update on various projects mainly the Hand me Down Project and building the Ukrainian collection for potential newcomers from Ukraine.

7.2 Council Update

No update.

7.3 HR Committee

Board Self-Evaluation process was completed. Initiation had been deferred from the June meeting – staff must assume that it was conducted over the summer. The Chief Librarian was not included in the process.

7.4 Board Advocacy Committee: no update

8. Other Business:

No other business

9. Member Announcements:

9.1 Williams advised the Board about Ann Cleeves' author event on 31st October 2022.

11. Next Meeting Date:

The next meeting will be held on Wednesday, 26th October 2022 at 7:00 pm.

12. Adjournment:

Sarah Marshall moved to adjourn the meeting at 10.23 pm. – carried.

Signed: _____

Sarah Marshall Chair
Milton Public Library Board

Signed: _____

Mark Williams, Chief Librarian
Milton Public Library Board