



Consent Agenda 6.1

Regular Meeting of the Milton Public Library Board
Thursday, July 6th, 2023 at 7:00 PM
Main Library Boardroom

Mission Statement

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

Agenda

Members: Sana Malik (Chair), Karen Wolnik, Ragy Sharkawy, Councillor Rick Malboeuf, Councillor Sarah Marshall, Sibyl Shen, Councillor Colin Best (Time In 8:15 pm)

Staff: Kanta Kapoor, Vito Montesano, Indra Ramnath (Recorder)

Guest: Glen Cowan, Kristene Scott, Janine Gallagher

Sana Malik (Chair) called the meeting to order at 7:00 pm.

1. Approval of the Agenda for the July Meeting

Motion #23-1871

That the Milton Public Library Board approve the July 6, 2023 Agenda.

Moved by Karen Wolnik, Seconded by Sarah Marshall, Carried

2. Declaration of Interest: none declared

3. Closed Session for Confidential Items

Motion #23-1872

Moved by Karen Wolnik, Seconded by Sarah Marshall, to move into a Confidential Session at 7:02 pm, Carried

Moved by Colin Best, Seconded by Karen Wolnik, to move out of Confidential Session at 9:35 pm, Carried

Motion #23-1873

THAT the Interim Chief Librarian be authorized to execute the resulting agreement, including the negotiation about the cancellation fee, subject to the satisfaction of legal counsel.

Moved by *Rick Malboeuf*, **Seconded by** *Sibyl Shen*, **Carried**

Motion #23-1874

THAT the Milton Public Library Board accept the Memorandum of settlement between Milton Public Library Board and CUPE and its Local 4366 for the Full-Time and Part-Time Contract, Apr 1 2023 – Mar 31 2026 Collective Agreement.

Moved by *Colin Best*, **Seconded by** *Ragy Sharkawy*, **Carried**

4. Consent Agenda:

4.1. Approval of the Minutes of the May 17 meeting

4.2. Approval of the Minutes of the June 8 meeting

4.3. Business Arising from Minutes: *none*

4.4. Correspondence: *none*

4.5. Accounts (Operating and Capital) for May

4.6. Staff Reports

4.6.1. OBOM Programming

4.6.2. Summer of Pride

Motion #23-1875

That the Milton Public Library Board approve the Consent Agenda of Jul 6, 2023.

Moved by *Colin Best*, **Seconded by** *Ragy Sharkawy*, **Carried**

5. Information Items:

5.1 Website Update-Verbal

Kapoor provided a brief demo of the product to give board members a feel for how the product would look like. She also informed about the potential launch date in September, staff training and communication plan.

5.2. Born to Read Initiative

Kapoor and Dorscht presented the new Born to Read Initiative as one of the objectives set out in the 2023 staff work plan to initiate a "Born to Read" program in partnership with Milton District Hospital (MDH). This Initiative provides early literacy support to families and their newborn babies. Staff is also looking for an innovative name for the program to match the MPL's brand.

5.3 National Truth and Reconciliation Grant

Montesano reported the receipt of a \$10,000 NTR Grant to fund the celebration of NTR Day on Sept 30, 2023. The funding came from The Ministry of Canadian Heritage through the Federal Government, which will be used to commemorate the Beaty Garden and install signage to educate the community about the garden, the indigenous community, and our connection to Turtle Island.

5.4 Staffing Update-Verbal

Montesano informed the Board about the hiring of Christopher Benitez as Manager-Sherwood, who is coming from the Ottawa Public Library.

5.5 YCW Grant Update-Verbal

Kapoor apprised the Board of the successful grant application for YCW for the "Wikipedia in Residence" project from April to September 2023.

5.6 Service Delivery and Organizational Review-Verbal

Kapoor provided an update on the RFP for the SDR project; the RFP is with the Town hoping to have it published by the end of July 2023.

6. Decision Items:

6.1 2022 Audited Financial Statements

Kapoor presented the Audited Financial Report as provided by the Town to Board.

Motion #23-1876

That the Milton Public Library Board approve the 2022 Audited Financial Statements.

Moved by Colin Best, Seconded by Sibyl Shen, Carried

6.2 MPL's Service Update

Kapoor presented new Lamination Services with a recommended fee structure charged to users.

Motion #23-1877

That the Milton Public Library Board approve the MPL's Service Update

Moved by Ragy Sharkawy, Seconded by Colin Best, Carried

6.3 MPL's Annual Report

Kapoor presented to the Board an annual report of MPL's accomplishments for 2022 which will be presented to Town of Milton Council in its July meeting.

Motion #23-1878

That the Milton Public Library Board approve the MPL's Annual Report

Moved by *Colin Best*, **Seconded by** *Rick Malboeuf*, **Carried**

6.4 Board's Professional Development

This decision item aimed to discuss and decide on the professional development opportunities for the MPL's Board with an intent to bring back the final agenda, the budget, venue, and date/time for half a day of professional development (offsite) for the Board members and the Library Leadership Team.

Motion #23-1879

That the Milton Public Library Board approve \$3000 will be expensed from the Board Budget, with \$11,730 allocated as an operating budget in 2023.

Moved by *Colin Best*, **Seconded by** *Rick Malboeuf*, **Carried**

6.5 Quarterly Staff Professional Development and Town Hall Days

Kapoor recommends that the Board approve the closure of Beaty and Sherwood Branch from 9:30am-Noon on the first Monday of each quarter to conduct Staff Professional Development and Town Hall days.

Motion #23-1880

That the Milton Public Library Board approve the Staff Professional Development and Town Hall days

Moved by *Colin Best*, **Seconded by** *Ragy Sharkawy*, **Carried**

6.6. Purchasing Policy

Kapoor presented the updated Purchasing Policy; however, a few components require further clarification.

Motion #23-1881

It was recommended that Staff bring back the updated Purchasing Policy in the next board meeting.

Moved by *Colin Best*, **Seconded by** *Karen Wolnik*, **Carried**

6.7. Collection Management Policy

Kapoor presented the Collection Management Policy and its framework.

Motion #23-1882

That the Milton Public Library Board approve the Collection Management Policy

Moved by *Karen Wolnik*, **Seconded by** *Colin Best*, **Carried**

6.8. Social Media Policy

Montesano presented an update to this Policy to include clear Guidelines for Employees regarding the use of Social Media.

Motion #23-1883

That the Milton Public Library Board approve the Social Media Policy

Moved by *Colin Best*, **Seconded by** *Sibyl Shen*, **Carried**

7. Reports and Updates:

7.1. Chief Librarian's Monthly Report for May 2023

Kapoor presented the Monthly Report on related activities and achievements of

- MPL for the previous month. Some of the highlights were:
- The leadership team continues to work on establishing relationships and implementing new initiatives.
- Fully sold-out OBOM event.
- The Staff offered 315 children programs with about 7000 participants in May; 31 teen programs and 54 adult programs were offered in May.

7.2. Q2 Town Hall Report

Montesano presented results from Q2 Town Hall: A common theme through the three Town Halls is that individuals are feeling burnt out with working three out of 4 weekends, consistency in scheduling, Page staff at Main Library, and Main Library staffing in general.

7.3. Council Update

Councillor Colin Best provided the members with a growth map and discussed how it would impact the future infrastructure.

7.4. Board HR Committee

No updates

7.5. Board Advocacy Committee

No updates

7.6. Board Finance Committee

Malik updated Board of first meeting was held to discuss 2024 Operating Budget Forecast

7.7. Other Business: *none*

8. Members Announcements

No announcements were made

9. Next Meeting Date

Wednesday Sept 20, 2023 at 7:00pm Main Branch

10. Adjournment

Sana Malik moved to adjourn the meeting at 10:15pm