

Regular Meeting of the Milton Public Library Board
Wednesday, March 22nd 2023, at 7:00 pm – Main Library Board Room

Mission Statement

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

Minutes

Members: Sana Malik (Chair), Councillor Colin Best, Karen Wolnik, Ragy Sharkawy (virtual attendance), Councillor Rick Malboeuf, Sibyl Shen

Staff: Kanta Kapoor, Vito Montesano, Chris Dorscht (Recorder)

Guest: Meaghen Reid

Regrets: Councillor Sarah Marshall

Note: Board members and management/leadership staff photos were taken from 6:30-7:00pm in the Main Library prior to the meeting.

Sana Malik (Chair) called the meeting to order at 7:02 pm.

1. Approval of Agenda of March Meeting

That the Milton Public Library Board approve the Agenda of March 22nd, 2023

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

2. Declaration of Interest: None declared.

3. Board Governance: Presentation:

Meagan Reid, Town Clerk, provided an overview of Board Governance, Code of Conduct and terms of reference. Meaghen will provide Kanta Kapoor with the presentation and additional documentation to be distributed to the members of the Board.

4. Closed Session for Confidential Items

It was Moved by *Councillor Best*, **Seconded by** *Councillor Malboeuf*, **to move into the Confidential Session at 7:17 pm. Carried**

It was Moved by *Councillor Best*, **Seconded by** *Karen Wolnik*, **to move out of the Confidential Session at 8:13 pm. Carried**

Moved from Confidential Items: Non-unionized COLA Increase

Motion #23-1850

That the Milton Public Library Board approve COLA increase of 2% for non-unionized staff for 2023.

Moved by *Councillor Best*, **Seconded by *Sybil Shen***, **Carried**

5. Consent Agenda

5.1 Approval of the Minutes of January 18, 2023

5.2 Approval of the Minutes of February 2, 2023: Noted by Kapoor an error was made in preparation of Agenda. Item 5.4 should reflect the approval of minutes, not Business Arising.

5.3 Correspondence

5.4 Accounts (Operating & Capital) for January & February

5.5 Staff Reports

5.5.1 New Horizons for Seniors Program Notification

5.5.2 New Patron Language Summary

5.5.3 OLA Super Conference Summary

5.5.4 Marketing Materials Update

5.5.5 Inclusion, Diversity, Equity and Anti-Racism Update

Motion #23-1851

That the Milton Public Library Board approve the Consent Agenda for March, 2023

Moved by *Councillor Best*, **Seconded by *Councillor Malboeuf***, **Carried**

6. Information Items:

6.1 2022 Year-End position

Kapoor presented the 2022 year-end financial position to the Board with the final position now reflecting a surplus of \$41,991, substantially less than the anticipated figure due to a reduction in fees and fines collected. Kapoor explained that the staff were empowered to wave fines as many Libraries across the country have moved to being fine free.

6.2 2023 Budget Confirmation

Kapoor updated the Board on the Council's approval of the 2023 Operating and Capital budgets as approved by the Board in the October 2022 meeting.

6.3 2023 Marketing and Communication Strategy & Plan Update

Dorscht presented to the board the updated Marketing & Communications Plan for 2023 which is in line with the Master Plan (updated 2021).

6.4 Website Refresh Launch Delay

Kapoor update the Board on the progress of the website refresh. She sighted the on-going efforts to progress the project to launch with the web provider and in consultation with Town staff on potential alternative plans if the contract is not fulfilled.

6.5 ULC and CULC CEOs meetings (Verbal Update)

Kapoor advised the Board that she will be attending a ULC meeting in New York from May 7-9 and CULC meeting (local) from April 30-May 2.

7. Decision Items

7.1 Vaccination Policy

Montesano presented the report recommending to drop the Mandatory COVID-19 Vaccine Policy.

Motion #23-1852

That the Milton Public Library Board approve the recommendation to drop the Mandatory COVID-19 Vaccine Policy

Moved by Sybil Shen, Seconded by Sana Malik, Carried

7.2 Policy Review Schedule

Montesano presented the report outlining the Policy Review Schedule for the 2023-2027 Board term.

Motion #23-1853

That the Milton Public Library Board approve the Policy Review Schedule

Moved by Councillor Best, Seconded by Karen Wolnik, Carried

7.4 Bookmobile Project Update

Kapoor presented the report outlining the request to approve not proceeding with the Bookmobile RFP process held in 2021 and to approve the addition of community consultation to the scope of the capital budget

Motion #23-1854

That the Milton Public Library Board approve the change of scope for the Bookmobile Project

Moved by Councillor Best, Seconded by Karen Wolnik, Carried

7.5 Automation Replacement: Capital Budget Resolution

Kapoor presented the report requesting approval of the addition of laptop lending kiosks to the automation replacement budget scope to replace the current desktop computers at the Main Library.

Motion #23-1855

That the Milton Public Library Board approve the addition of the laptop lending kiosk for the Main Library.

Moved by Councillor Best, Seconded by Sybil Shen, Carried

8. Reports and Updates

8.1 Chief Librarian's Monthly Report for January & February:

Kapoor updated the Board on the various activities that the Library staff have undertaken over the past two months, including updates on collections and programming.

8.2 Council Update:

Councillor Best updated the board with three items:

1. The Town's commitment to the Provincial Housing Pledge, with Milton committing to build 41,000 homes.
2. April 13th is the Mayor's Breakfast which has been held for the past 10 years. In attendance will be the members of the Leadership team along with Malik.
3. Provincial budget announcement (Thursday, March 23) and its impact on Municipalities and Libraries.

8.3 HR Committee:

Members of the Board were asked to put forward interest in joining the committee by the next board meeting. Kapoor will circulate Terms of Reference to the Board.

8.4 Board Advocacy Committee:

Members of the Board were asked to put forward interest in joining the committee by the next board meeting. Kapoor to will circulate Terms of Reference to the Board.

8.5 Other Business:

No other business

9. Member Announcements:

No announcement.

10. Next Meeting Date:

The next meeting will be held on Wednesday, May 17th, 2023 at 7:00 pm.

- Wolnik advised that she will attend virtually.
- Malik requested that we rotate board meetings between branches. Next meeting to be held at Sherwood Branch.

11. Adjournment:

Sana Malik moved to adjourn the meeting at 9:05 pm. – carried.

Signed: _____

Sana Malik Chair
Milton Public Library Board

Signed: _____

Kanta Kapoor, Interim - Chief Librarian
Milton Public Library Board