

Mission Statement

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

Agenda

Members: Sibyl Shen (Vice Chair), Karen Wolnik, Ragy Sharkawy, Councillor Rick Malboeuf, Councillor Sarah Marshall, Councillor Colin Best

Regrets: Sana Malik

Staff: Kanta Kapoor, Chris Dorscht, Indra Ramnath (Recorder)
Guest: Doug Sampano

Sibyl Shen (Vice-Chair) called the meeting to order at 7:02pm

I. Approval of Agenda

Motion # 23-1889

That the Milton Public Library Board approve the Agenda of October 18th, 2023

Moved by *Colin Best*, **Seconded by** *Sarah Marshall*, **Carried**

2. Declaration of Interest: none

3. Welcome and Introduction

Fajar Parvej-Manager Marketing and Communication: introduced himself

Furrukh Inayat-Beaty Branch Manager: introduced himself

4. MPL Facilities Presentation

Sampano presented an overview of the Library's facilities long term planning and future built. Town facilities provide Asset Management through budgeting, operational and management of the Library's buildings. An explanation was also given on the idea behind Main Expansion: the prediction of square footage requirement based on foot traffic. Sampano also explained

the rationale for redirecting Main Expansion funding to Boyne facilities which will increase the square footage available to the Library.

5. Closed Session for Confidential Items:

Motion # 23-1890

Moved by *Colin Best*, **Seconded by** *Sarah Marshall*, **to move into a Confidential**

Session at 7:20pm, Carried

Moved by *Colin Best*, **Seconded by** *Sarah Marshall*, **to move out of Confidential**

Session at 7:42pm

Motion # 23-1891

That the HR Services arrangement be approved as presented in the confidential session item No. 5.4 by Janine Gallagher

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

6. Consent Agenda

6.1. Approval of the Minutes of the September 20th meeting

6.2. Business Arising from Minutes

6.3. Correspondence

6.4. Accounts (Operating and Capital) for September 2023

6.5. Staff Reports

6.5.1. Q3 Departmental Report

6.5.2. Q3 Financial Report

6.5.3. Q3 Patron Feedback Summary

6.5.4. Wikipedia in Residence: YCW Grant Final Report

Motion #23-1892

That the Milton Public Library Board approve the Consent Agenda of October 18th 2023

Moved by *Rick Malboeuf/Sarah Marshall*, **Seconded by** *Sarah Marshall*, **Carried**

7. Information Items

7.1. Service Delivery and Organization Review (Verbal Update)

Kapoor updated Board that work is being done in collaboration with Town to formalize and review contract for signoff. *Shen* asked Kapoor if this information was made available to board and Kapoor responded that this information was shared with Malik. *Wolnick* expressed concern on the impact of going fine free on the collections budget,

7.2. Sherwood Carpet Replacement Project (Verbal Update)

Dorscht presented a progress update that everything was a go for carpet project. *Marshall* added that the community ask questions and explained project as floor replacement. *Shen* asked that verbiage for the Pop-up be clearer and directional. Dorscht responded that more directional signs will be added. *Best* requested that signs are needed to point to Room 2 for those directional challenged. *Shen* inquired about the trailer cost for storage Kapoor responded that the Library will bear some additional cost.

7.3. OBOM 2023 (Verbal Update)

Kapoor presented that its an all go for the OBOM event and the community is very excited for this event.

8. Decision Items

8.1. Draft 2024 Operating Budget Recommendation, Capital Budget and 10-Year Capital Forecast 2024-2033

Kapoor presented 2024 Draft Budgets except for inflationary cost on the Operating Expenditure the additional budget request includes a New Ask for 4 staff, an increase of

\$10K for Professional Development and \$10K for Advertising and a reduction \$65K of fines to make Library somewhat fine free. Capital Budget new ask include ILS replacement of \$103K and Strat Plan increase to \$66K. Kapoor explained the Library will still be charging fines for high value items,

Motion #23 –1893

That the Milton Public Library receive the report entitled Draft 2024 Operating Budget Recommendation, Capital Budget and 10-Year Capital Forecast 2024-2033.

Moved by *Colin Best/Ragy Sharkawy*, **Seconded by** *Ragy Sharkawy, Colin Best, Sarah Marshall, Rick Malboeuf*, **Carried**

8.2. Board Development Day (Verbal)

Kapoor briefed the Board that members are not available for the November 25th professional day activity and requested that it be cancelled and rescheduled at a later date.

Motion #23-1894

That the Milton Public Library Board approve the cancellation and re-schedule November 25th 2023 Board Development Day

Moved by *Colin Best*, **Seconded by** *Sarah Marshall*, **Carried**

8.3. CEO Recruitment

The Town of Milton Human Resource Director, Gallagher presented that a decision was made to appoint a new CEO/Chief Librarian effective November 6th 2023.

Motion # 23- 1895

That the Milton Public Library Board accept the motion to appoint Sarah Douglas-Murray as the new CEO/Chief Librarian effective November 6th, 2023.

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

9. Reports and Updates

9.1. Chief Librarian's Monthly Report for September 2023

Kapoor reported that the Library experienced a privacy breach and collaborated with Town to resolve the issue. Collaborated with Town to work on September activities and get solutions to Teen issues. A new 3D printer will be added to the Beaty Branch, and the next step is Sherwood and Main Branch. In addition, get staff trained on how to use 3D printers.

9.2. Council update

Best and Marshall shared of the ongoing issues with housing and that 22 new homes are being added in Milton.

9.3. Board HR Committee: no updates

9.4. Board Advocacy Committee: no updates

9.5. Board Finance Committee: no updates

9.6. Other Business

Marshall talked about the Pak a Bag donation that is volunteer run and would like to turn this into a fund-raising initiative.

10. Members Announcements: none

11. Next Meeting Date: November 15th at 7:00pm at Main Branch

12. Adjournment

Sibyl Shen (Vice-Chair) moved to adjourn the meeting at 8:14pm

Signed: _____
Siby Shen, Vice-Chair
Milton Public Library Board

Signed: _____
Kanta Kapoor, Interim - Chief Librarian
Milton Public Library