

Regular Meeting of the Milton Public Library Board
Thursday, Sept 20, 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

Sana Malik (Chair) called the meeting to order at 7:04pm

I. Approval of Agenda for the September Meeting

Motion #23-1883

That the Milton Public Library Board approve the Agenda of Sept 20, 2023.

Moved by Sarah Marshall, Seconded by Colin Best, Carried

2. Declaration of Interest: none declared.

3. Welcome & Introduction: Chris Benitez

Benitez introduced himself as the new Branch Manager at Sherwood Branch

4. Closed Session for Confidential Items

Motion #23-1884

Moved by Sarah Marshall, Seconded by Colin Best, to move into a Confidential Session at 7:09pm, Carried

Moved by Sarah Marshall, Seconded by Karen Wolnik, to move out of Confidential Session at 7:34pm, Carried

5. Consent Agenda

5.1 Approval of Minutes of July 6th Meeting

5.2 Business Arising from Minutes: none

5.2.1 Bookmobile Project Update

Kapoor updated the Board that Bookmobile project was wrapped up with 10% cancellation fees.

5.3 Correspondence

Wolnik read a positive letter feedback from a Patron on appreciation of the library and Staff-provided service

5.4 Accounts (Operating and Capital) for August 2022

5.5 Staff Reports

5.5.1 Q2 Departmental Report

5.5.2 Q2 Financial Report

5.5.2 Q2 Patron Feedback Report

Motion #23-1885

That the Milton Public Library Board approve the Consent Agenda of Sept 20, 2023

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

6. Information Items

6.1 Website Launch (Verbal Update)

Kapoor updated Board on the use of Libcal and Libchat as alternate solutions for Website. The training was provided to Staff, communication was sent out to Patrons. The survey was sent out as well. An update was sent out on Sarah Polley's presentation.

6.2 Baby Bee's First Read (Verbal Update)

Kapoor provided an update on the Baby Bee's First Read project, which will be launched in January 2024. The project is partially sponsored by MRCC and OverDrive.

6.3 Managers' Day Away (Verbal Update)

Kapoor updated that the scheduled Manager's Day Away was held at the Arts Centre on September 15 for creating a Goal Setting and Workplan for 2024, updates to follow.

6.4 National Truth and Reconciliation Grant

Kapoor and Dorscht updated that the \$10,000 Grant was received towards National Truth and Reconciliation Grant. The library is expanding its indigenous partnership to include Mississauga of the Credit and to have an independent Author kit and display. Dorscht also added that staff will be getting involved with education and knowledge of the Indigenous community. Kapoor responded to the question asked by Wolnik that the Library is actively using Indigenous vendors as well.

6.5 Inclusion, Diversity, Equity, Anti-Racism and Accessibility Strategy

Kapoor updated that Board on IDEAA initiatives and MPL's commitment for the communities.

6.6 Staffing Update (Verbal Update)

Kapoor provided an update the Board on the new hire Fajar Parvez, to be Ashley Directo Maternity Leave temporary replacement as Marketing and Communications Manager, who starts on Monday 25th September. The four-week overlap of employment allows for the transition to go smoothly.

6.7 Board Report Format (Verbal Update)

Kapoor presented that in order to make the Board Package reports more meaningful, she will be working on a more condensed format.

6.8 Purchasing Policy

Kapoor updated the Board that the Purchasing Policy which was to be presented at the Sept 20 Meeting, is being reviewed by the Town and its legal team. The revised policy will be presented to the Board in Q1 of 2024. In the meanwhile, the staff will follow the existing MPL's purchasing policy and Town's purchasing by-laws.

7. Decision Items

7.1 Service Delivery Review

Kapoor updated the Board on the Service Delivery Review and Organization Review RFP process

Motion #23-1886

THAT the Milton Public Library Board receive the report entitled " Contract Award for Consulting Services for a Service Delivery Review and Organization Review."

THAT the Milton Public Library Board award the contract to conduct the Service Delivery review to

Forum Research Inc. and TCI Management Consultants for an amount of \$144,960 (+HST)

THAT authorization be given to the Interim Chief Librarian to increase this budget up to a limit of 15% of the budgeted amount, i.e. \$144,960 (+HST) if required for any contingency or value addition to the project.

THAT the Interim Chief Librarian and Board Chair be authorized to execute the resulting agreement as per the current MPL's purchasing policy.

Moved by Colin Best/Sibyl Shen, Seconded by Sibyl Shen/Sarah Marshall, Carried

7.2 Board's Professional Development

Kapoor reminded the Board from July's Meeting of the plan to hold a Board Professional Development day. November 25th.

Motion #23-1887

THAT the Milton Public Library Board approve November 25 (9 AM to 2.30 PM) as Board Professional Development Day with the recommended agenda in the report.

Moved by Colin Best/Sibyl Shen, Seconded by Sibyl Shen/Sarah Marshall, Carried

7.3 Sherwood Carpet Replacement Project

Dorscht gave an overview of identification of the Sherwood Carpet issue and presented to the Board the updated status on its replacement. The cost of carpet replacement is covered by the manufacturer as well as the removal of furniture. This requires the closure of the Sherwood Library from Oct 21 with an opening date Jan 2 2024. Dorscht further updated that the plan is to open a Pop-up location at Sherwood. Programs will continue as schedule, and staff will move to other locations. Town facilities has been updated on this closure and is providing support.

Motion #23-1888

That the Milton Public Library Board approve the awarding of the vendor 'Two Men and a Truck' for packing, storing and returning of the Library collection and the closure of the branch for ten weeks for the purpose of the carpet replacement at Sherwood.

Moved by *Colin Best/Karen Wolnik*, **Seconded by** *Sarah Marshall/Karen Wolnik*, **Carried**

8. Reports and Updates

8.1 Chief Librarian's Monthly Report Jun-August 2023

- Kapoor provided an overview of events that happened from June to August 2023:
- Unveiling Mural at Beaty
- Summer Reading Club Launch with over 400 Participants
- Summer Pride in collaboration with staff and Halton Region
- Annual Report posting on Website
- YCW Grant wrap-up Emily Carrasco (former employee) is an external consultant to Library
- Physical Collection circulation is quite close to Pre-Pandemic level.
- Kapoor had a meeting with the Dean at Conestoga College
- Kapoor updated that the Library will be celebrating National Day for Truth and Reconciliation, having a Display and staff is asked to wear Orange.

8.2 Council Update

Councillor Marshall talked about school students being impacted by vehicles in Ward 4. There is new development happening in Ward 4 and is inviting all to attend its Public Meeting as the Ward is looking for Public Feedback. Councillor Best added that it takes 12 months complete community consultation. Councillor Best also gave an update on the Province Budgeting process and there is concern that Property Tax revenue is not sufficient to fund roads and they are looking for ways to increase revenue

8.3 Board HR Committee

Members consist of S Malik, R Sharkawy, K Wolnik had nothing to report

8.4 Board Advocacy Committee

Members consist of R Sharkawy, K Wolnik . Wolnik updated no meeting yet has happened. Kapoor informed that she tries to meet all councilors.

8.5 Board Finance Committee

Members consist of S Malik and S Shen. Malik updated the Board of Meeting of September 12th. They met with MPL Team to review 2024 preliminary Operating and Capital 10-Year Forecast in lieu of Draft Budget to be presented to Board in October's Board Meeting. Kapoor updated that Operating Expense increase is at 11% and also updated on the new staff ask

8.6 Other Business

None

9. Member Announcements

None

10. Next Meeting Date

The next meeting will be held on October 18th at 7:00pm at Main

11. Adjournment

Sana Malik (Chair) moved to adjourn the meeting at 8:32pm

