



Board Governance Training Meeting of the Milton Public Library Board
Saturday, 20th January 2024, at 9:00 am
Main Library Boardroom

Mission Statement

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

Minutes

Members: Sana Malik (Chair), Karen Wolnik, Ragy Sharkawy., Sibyl Shen, Councillor Colin Best

Regrets: Councillor Rick Malboeuf, Councillor Sarah Marshall

Staff: Sarah Douglas-Murray, Kanta Kapoor, Chris Dorscht, Indra Ramnath (Recorder)

Guest: Meaghen Reid, Director, Legislative & Legal Services/Town Clerk

Sana Malik called the meeting to order at 9:09 am.

- 1. Approval of Agenda:** all
- 2. Declaration of Interest:** none
- 3. Closed Session for Confidential Items:** none
- 4. Consent Agenda:** none
- 5. Information Item:**
 - 5.1. Board Governance Overview and Presentation**

Douglas-Murray introduced Town of Milton Legislative & Legal Services Town Clerk to all Board members present.

Reid opened up the session with a Board Governance overview presentation. Some of the overview includes:

- I. Good Governance
- II. Accountability and Transparency
- III. Best practices
- IV. Board Meeting Procedures
- V. Board Committee (requires Agenda, Chair and Minutes)
- VI. How Decision Items should be reported to the Public
- VII. Role of the Chair

- VIII. Douglas-Murray asked about Delegation from Public to attend meetings
- IX. Douglas-Murray clarified that External Auditors require physical signed minutes
- X. Closed Meeting Protocol and Exceptions, Investigations
- XI. Make clear on Agenda procedures for Public attendance of Board Meetings
- XII. Code of Conduct and Conflict of Interest
- XIII. Role of Integrity Commissioner as a resource to Board Members
- XIV. Records Management explained
- XV. MFPPA – Municipal Freedom of Information Privacy Protection Act
- XVI. Custodian of Confidential Records are the CEO/Chief Librarian and Town Clerk, Meaghen Reid
- XVII. The Library's Act on governing documents for the Province of Ontario
- XVIII. Composition of Board minimum 5, majority makes a Quorum

5.2. Public Libraries Act, MPL Board Procedural By-Law and Governance Policy

Douglas-Murray highlighted discrepancy with some items in the MPL Board Procedural By-Law and its Governance policy and addressed the following:

- I. Board Vacancy procedure
- II. Board Chair Term and Election Month
- III. Open and Closed Meeting session mirrors the Municipal Act, if not listed in the Library Act but may be listed elsewhere
- IV. Reid clarified that when referring to procedural rules the order of preference is Municipal Act first, Library Act second, Procedural By-Law third
- V. Board Training policy should state occurs in the 1st Year of Term, with best practice within 90 days or within 1 year
- VI. Duties & Responsibilities covered in the Procedural By-Law and to eliminate duplicate in the Code of Conduct
- VII. Douglas-Murray updated that the HR Term of Reference should be updated with the Town of Milton as they provide Services.
- VIII. Reid asked that Town HR to be included in the HR Committee as needed
- IX. Evaluation of the CEO conducted by the Board, then the Town HR and then goes to the Board HR Committee
- X. Delegation of Authority of CEO policy is missing
- XI. Board Orientation and Board Training should be merged
- XII. Board Self Evaluation to occur
- XIII. Service Delivery Review will be presented in the March scheduled Board Meeting with CEO and staff evaluation
- XIV. Board Advocacy Committee mandate is not clear and require a separate mandate to provide more clarity including the purpose of the Board



XV. Fiscal Responsibility Policy need to be updated Douglas-Murray will work with Town

6. Decision Item: none

7. Reports and Updates: none

8. Other Business: none

9. Next Meeting Date: none declared

10. Adjournment:

Sarah Douglas-Murray moved to adjourn the meeting at 11:34am

Moved By: Councillor Colin Best

Seconded By: Karen Wolnik

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