



Regular Meeting of the Milton Public Library Board
Wednesday, May 15th, 2024, at 7:00 pm
Main Library Boardroom

Mission Statement

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

Minutes

Members: Sana Malik (Chair), Sibyl Shen (Vice-Chair) Karen Wolnik, Councillor Rick Malboeuf, Councillor Colin Best, Councillor Sarah Marshall, Ragy Sharkawy (arrival 7:05pm)

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

Sana Malik (Chair) called the meeting to order at 7:01 pm

1. Approval of Agenda

Motion #24-1928

That the Milton Public Library Board approve the Agenda of 15th May, as amended

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

2. Declaration of Interest

none

3. Closed Session for Confidential Items

Motion #24-1929

It was Moved by *Councillor Colin Best*, **Seconded by** *Councillor Sarah Marshall*, **to move into the Confidential Session at 7:02 pm. Carried**

It was Moved by *Councillor Colin Best*, **Seconded by** *Councillor Sarah Marshall*, **to move out of the Confidential Session at 7:05 pm. Carried**

4. Consent Agenda:



4.1 Approval of the Minutes of the April 17th 2024 meeting

4.2 Business Arising from Minutes

Motion #24-1930

That the Milton Public Library Board approve the Consent Agenda of May 15th, 2024.

It was Moved by Councillor Colin Best, Seconded by Councillor Sarah Marshall, Carried

5. Information Items:

5.1 2024 April MTH-YTD Operating and Capital Variance Report

Sarah Douglas-Murray presented on the items not updated in the variance report due to Workday transition. *Karen Wolnik* asked about the Workday vs CMIC, and *Douglas-Murray* clarified. *Sibyl Shen* asked about the timing of financial posting, and *Douglas-Murray* clarified.

5.2 Service Delivery and Organizational Review Update

Sarah Douglas-Murray request the Board to change/move this information item to a decision item. The board chair *Sana Malik* confirmed item to be 6.3 in Decision Items,

6. Decision Items:

6.1 Milton Public Library Master Plan - Award of Contract

Sarah Douglas-Murray updated that the Library Master Plan went to Tender, and 4 proponents submitted, and the highest scoring was Monteith Brown Consulting. *Douglas-Murray* recommends that Monteith Consulting be awarded the contract. *Sana Malik* ask on the timeline for the consulting work to be done. *Douglas-Murray* provided the timeline of June-July with Staff Engagement with a Draft Master Plan ready in September. *Ragy Sharkawy* inquired if an Interim report will be available. *Douglas-Murray* that a Draft Master Plan will be presented to the Board in September.

Councillor Colin Best asked if scope of work is in line with the planning at the Town. *Douglas-Murray* confirmed that is. *Councillor Best* shared that the Town's Master Plan timing is not the same as the Library's. *Sarah Douglas-Murray* also added that the Master Plan focuses on the next 5 years.

Motion #24-1931

THAT the Milton Public Library Board receive the report entitled Milton Public Library Master Plan – Award of Contract; and

THAT the Milton Public Library Board award the contract to conduct the Milton Public Library Master Plan to Monteith Brown Consulting Inc. for an amount of \$65,780 (+ HST); and

THAT authorization be given to the CEO & Chief Librarian to increase this budget up to a limit of 15% of the budgeted amount, i.e. \$75,647 (+HST) if required for any contingency or value addition to the project; and

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

It was Moved by Councillor Colin Best, Seconded by Councillor Sarah Marshall, Carried

6.2 Integrated Library System (ILS)/Library Service Platform (LSP)

Kanta Kapoor updated that the Integrated Library System is the library's major system being used. This went to Tender in January and 4 proponents submitted proposals. The highest scoring was Innovative Inc. *Kapoor* recommends that Innovative Inc be awarded the contract. *Karen Wolnik* asked about the Library's app, *Kapoor* responded that our current App has had some technical issues and that we are planning to replace it with the with Innovative Mobile solution. *Councillor Sarah Marshall* inquired on what is the customer impact of the change. *Kapoor* responded that there will be a transition for customers, but the new system will provide a more robust customer experience. *Councillor Marshall* ask of the language options available, *Kapoor* responded that it's English only.

Motion #24-1932

THAT the Milton Public Library Board receive the report entitled " Integrated Library System (ILS) / Library Services Platform (LSP) – Award of Contract."

THAT the Milton Public Library Board approves awarding the contract to Innovative Inc. for the supply of an Integrated Library System (ILS)/ / Library Services Platform (LSP)." and Discovery Services or the Milton Public Library, as per the Library's Request for Proposal for an Integrated Library System, in the amount of \$114,612 plus taxes.

THAT authorization be given to the CEO\ Chief Librarian to increase this budget up to a limit of 15% of the budgeted amount, i.e.\$131,803 plus taxes if required for any contingency or value addition to the project.



THAT the CEO\Chief Librarian be authorized to execute the resulting agreement as per the current MPL's purchasing policy.

**That the Milton Public Library Board approve the Agenda of 17th April, as amended
Moved by Councillor Sarah Marshall, Seconded by Councillor Rick Malboeuf, Carried**

6.2 Service Delivery and Organization Review Update

Sarah Douglas-Murray recommended staffing as outlined in the report.. *Douglas-Murray* added that the Service Delivery Review Community Report has been created and will be posted on the website after the meeting.

Motion# 24-1933

THAT the MPL Board endorse the conversion of the Chief Diversity officer position into two permanent part-time Customer Service Associate positions (up to (1248 hours per position)).

It was Moved by Councillor Sarah Marshall, Seconded by Ragy Sharkawy, Carried

7. Reports and Updates:

7.1 CAO & Chief Librarian's Monthly Report

Sarah Douglas-Murray gave an update on Library's activities completed and upcoming as follows:

- Battle of the Books
- Scrabble Tournament
- Tea Fest completed, great success
- Free Comic Book day
- Video game truck in May
- Pride activities, Pride Fest is July 14th
- Drag Show
- Trivia Night
- Summer Club launch Jun 22nd
- Read and Ride Transit
- HR interviews complete
- Staff Training and Development was Apr 22nd
- Online Homelessness training almost completed
- Staff Training done by: Kanta K, Chris D, Sarah D-M

Sarah Douglas-Murray also updated on attending Monday night's Town Council Meeting that a Delegate presented that more investment is needed in Library collection on the Muslim Community to include Palestine and Nakba. *Douglas-Murray* clarified that currently the Library do carry collections to that effect.

7.2 Council Update

Councillor Sarah Marshall updated that her ward at 6th Line and Derry was approved for high Industrial/Commercial construction.

Councillor Colin Best updated that for the next 5 years a population growth of over 25,000 and lots of changes are coming.

7.3 Board HR Committee: Board Self Evaluation

Karen Wolnik presented on the Board's self evaluation that was done. 5 completed evaluation was received. *Wolnik* pointed out that some work needs to be done for questions with low or no score. *Sana Malik* asked to identify in the questionnaire who the key stakeholders are. *Councillor Sarah Marshall* added that more engagement is needed throughout the year. *Wolnik* added that once the key stakeholders are identified, she would seek feedback to build the Advocacy's terms of reference.

Councillor Sarah Marshall addressed the Board's composition challenges, that other library uses a recruitment process based on the who do you want, eg Finance personnel. *Councillor Marshall* suggests that a pool is build then should to Town for the selection process.

7.4 Board Advocacy Committee

Karen Wolnik presented that no specific update is available until the Board HR Committee Evaluation is complete.

7.5 Board Finance Committee

Sana Malik presented that no update is available. *Sarah Douglas-Murray* updated that when Audited Financial Statements 2023 are available, a Finance Committee Meeting will be set up, and will be bringing the Annual Report also to the Board in June.

8. Other Business:

8.1 Members Announcements:



Councillor Colin Best updated that Northern Ontario libraries have the same homelessness issues as Southern Ontario. *Sarah Douglas-Murray* added that libraries are experiencing people with challenging behaviours.

Councillor Rick Malboeuf asked that MPLB meetings days be changed as it coincides with the Regional Council Meeting. *Sarah Douglas-Murray* responded that this will be looked into changing MPLB meeting day.

8.2 Next Meeting Date: Wednesday June 19th 2024 at 7:00 PM

8.3 Adjournment:

Sana Malik adjourned meeting at 8:16pm

Signed: _____
Sana Malik, Chair
Milton Public Library Board

Signed: _____
Sarah Douglas-Murray, CEO
Milton Public Library Board