



Regular Meeting of the Milton Public Library Board  
Wednesday, March 20th 2024, at 7:00 pm  
Main Library Boardroom

**Mission Statement**

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

**Minutes**

**Members:** Sibyl Shen (Vice-Chair), Karen Wolnik, Ragy Sharkawy. Councillor Rick Malboeuf, Councillor Sarah Marshall, Sibyl Shen, Councillor Colin Best, Sana Malik (Chair) (virtual)

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

**Guests:**

**Service Delivery and Organizational Review Consulting Team:** Dr. Lorne Bozinoff, President Forum, Sarah Lam, Research Director, Forum, Greg Young, Director, TCI Consulting, Jon Linton, Director, TCI Consulting, Beth Ross, Principal, Beth Ross & Associates (virtual), Katherine Slimman, Principal, Bibliotechs (virtual).

Janine Gallagher, Director, Human Resources, Town of Milton

Monica Nowak, Manager, Human Resources Service, Town of Milton

*Sibyl Shen (Vice-Chair) called the meeting to order at 7:05 pm*

*Douglas-Murray introduced the guests from the Consulting Team and Town of Milton HR staff*

**1. Approval of Agenda:**

**Motion #24-1911**

**That the Milton Public Library Board approve the Agenda of 20<sup>th</sup> March, as amended**

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

**2. Declaration of Interest:** none

**3. Closed Session for Confidential Items:**

**Motion #24-1912**

**That the Milton Public Library Board approve the Confidential minutes of January 17<sup>th</sup> board meeting.**

**It was Moved by Councillor Colin Best, Seconded by Karen Wolnik, Carried**



**4. Consent Agenda:**

- 4.1. Approval of the Minutes of the January 17<sup>th</sup> meeting
- 4.2. Approval of the Minutes of the January 20<sup>th</sup> meeting
- 4.3. Approval of the Minutes of the February 21<sup>st</sup> meeting
- 4.4. Business Arising from Minutes

**Motion #24-1913**

**That the Milton Public Library Board approve the Consent Agenda, as amended**

**It was Moved by Karen Wolnik, Seconded by Councillor Colin Best, Carried**

**5. Information Item:**

- 5.1. 2023 Year End Operating and Capital Report

*Douglas-Murray* presented the year end summary of operations for 2023, which will be then taken to Council for final approval

**Motion #24-1914**

**That the Milton Public Library Board receive the 2023 Year End Operating and Capital Budget.**

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

- 5.2. February YTD 2024 Operating and Capital Budget Report

*Douglas-Murray* presented February year to date operating and capital results with a caveat that not all transactions were posted in the Town's system due to year end closure and Workday timing differences.

**Motion #24-1915**

**That the Milton Public Library Board receive February YTD 2024 Operating & Capital Budget Report**

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

**6. Decision Item:**

- 6.1. Service Delivery and Organizational Review Presentation



The Consulting Team provided a presentation to the Board which included their Draft Recommendations for the Service Delivery and Organizational Review. The presentation was followed by an opportunity for Board Members to ask questions and provide feedback to the Consultant Team.

*Sana Malik* asked for confirmation on the timing for the conclusion of the Service Delivery and Organizational Review, *Douglas-Murray* answered that all of the elements that had been presented to the Board at the January, February and March Meetings will be compiled into a final report that will be presented to the Board for endorsement.

**Motion #24-1916**

**That the Milton Public Library Board receive the Service Delivery and Organizational Review Presentation.**

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

6.2. Human Resources Policy Updates

*Sarah Douglas-Murray* presented an overview on Human Resource Policy updates that was given to Board Members. She pointed out the changes made: Performance Review Policy aligns with Town of Milton. The updates to the Salary Administration Policy also bring the policy closer in line with the Town of Milton and align with the updated Performance Review Policy.

*Janine Gallagher* presented that the newly created CEO Performance Review Policy has been reviewed with the HR Committee.

This policy was created referencing materials available through the Ontario Library Association, Town of Milton Performance Evaluation and Town of Milton CAO Evaluation. evaluation form models after the Town, calendar year and ratings also align with Town.

*Councillor Best* asked if the provincial changes in the Labour Code has any impact on HR? *Gallagher* responded this process is not impacted.

**Motion #24-1917**

**That the Milton Public Library Board receive the Human Resources Policy Updates.**

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

6.3. Library Master Plan Update – Scope of Work

*Sarah Douglas-Murray* presented an overview of the scope of work for the Library Master Plan Update. The timing of the RFP release is end of March, with the report to be awarded by the Board in May, with a report to the Board at the end of 2024. *Ragy Sharkawy* asked how often is a Master Plan done, *Douglas-Murray* responded typically 5 years.



*Ragy Sharkawy* asked how does the Master Plan integrated with Town? *Douglas-Murray* commented that the Master Plan guide the 10-Yr Capital Forecast in collaboration with Town's Strategic Plan.

*Karen Wolnik* asked what if proposal comes higher, *Douglas-Murray* responded that the Consultants are given a clear scope of work, however Town and MPL Policy allow for a small threshold to increase the amount if needed.

**Motion #24-1918**

**That the Milton Public Library Board receive the Library Master Plan Update-Scope of Work.**

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

6.4. ILS Patron Account Management Policy

*Kanta Kapoor* presented that the ILS Patron Account Policy created to address patron accounts to address accounts to be expunged and clean-up of accounts by addressing: Inactive patrons, outstanding fines etc.

*Sybil Shen* asked about the collection agency cost, *Douglas-Murray* responded that this will be used for high value items

**Motion #24-1919**

**That the Milton Public Library Board receive the ILS Patron Account Management Policy**

**Moved by Councillor Rick Malboeuf, Seconded by Karen Wolnik, Carried**

6.5. Purchase of Devices and Servers

*Kanta Kapoor* presented that the purchasing of devices and servers are for replacement items, and recommends Dell Computers.

*Councillor Best* asked about Warranty, *Kapoor* stated 4 years. *Councillor Best* asked about the life expectancy, *Kapoor* responded 4 years due to patron usage.

*Karen Wolnik* asked about desktop vs laptop purchase, *Kapoor* responded inhouse library staff uses Desktops as they are shared devices at set workstations.

**Motion #24-1920**

**That the Milton Public Library Board receive and approve the Purchase of Devices and Servers**



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

## **7. Reports and Updates:**

### **7.1. CAO & Chief Librarian's Monthly Report**

*Sarah Douglas-Murray* updated the Board on library activities: Job Fair, Beauty Garden Opening, Battle of the Books, Main Branch changes provided additional, Annual Survey, ILS RFP, grants and Cyber Security.

### **7.2. Council Update**

*Councillor Best* met with the HCDSB and there is a delay in the new high school opening in Milton which will now not open in the fall of 2024. Opening date is TBD.

### **7.3. Board HR Committee**

*Karen Wolnik* presented that the HR Committee will be launching the Board Self-Evaluation at next board meeting.

### **7.4. Board Advocacy Committee**

*Karen Wolnik* updated that the Committee will come back after June.

### **7.5. Board Finance Committee**

*Sybil Shen* updated that there is nothing to discuss

## **8. Other Business:**

### **8.1. April Board Meeting Date: Wednesday April 17<sup>th</sup> 2024 at 7:00pm**

*Sana Malik* requested that the next and final Service Delivery and Organizational Review be presented as an Executive Summary.

### **8.2. Member Announcements:**

*Sarah Douglas-Murray* updated that she will be away for 2 weeks, 1-week vacation and 1 week of Conference. There is still an issue with youths at Main, however support is now being provided by School Administration.

### **8.3 Next Meeting Date: Wednesday May 15<sup>th</sup> at 7:00 PM**

### **8.4. Adjournment:**

*Sybil Shen* adjourn meeting at 9:11pm



**Motion #24-1921**  
**That the Milton Public Library Board adjourn at 9:11 p.m.**  
**Moved by Councillor Colin Best, Seconded by Karen Wolnik, Carried**

**Signed:** \_\_\_\_\_  
*Sibyl Shen, Vice-Chair*  
Milton Public Library Board

**Signed:** \_\_\_\_\_  
*Sarah Douglas-Murray, CEO*  
Milton Public Library Board