



Regular Meeting of the Milton Public Library Board  
October 16, 2024 at 7:00 PM  
Main Boardroom

### **Mission Statement**

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

### **Minutes**

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

**Staff:** Sarah Douglas-Murray, Kanta Kapoor

**Regrets:** Ragy Sharkawy

#### **1. Approval of Agenda**

##### **Motion #24-1944**

**That the Milton Public Library Board approve the Agenda of the October 16<sup>th</sup> Board Meeting**

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

**2. Declaration of Interest:** none

**3. Closed Session for Confidential Items None**

#### **4. Consent Agenda**

- 4.1. Approval of the Minutes of September 16, 2024
- 4.2. Q3 2024 Operating and Capital Variance Report
- 4.3. Q3 Departmental Quarterly Report
- 4.4. CEO & Chief Librarian Report

##### **Motion #24-1945**

**That the Milton Public Library Board approve the Consent Agenda for October 16<sup>th</sup> 2024 Meeting.**

**It was Moved by Councillor Colin Best, Seconded by Sibyl Shen, Carried**



## 5. Discussion Items

### 5.1 MPL 2025 Operating and Capital Budget

*Sarah Douglas-Murray presented the Operating and Capital Budget for 2025 for the Board to endorse. The Board directed staff to prepare a feasibility study on the Book Vending Machine/ Hold Lockers across the Town and to bring it back in the November meeting.*

#### **Motion #24-1946**

That the Milton Public Library Board endorses the draft gross operating budget of \$6,562,545 for 2025 (\$6,272,082 net), and that the Mayor of the Town of Milton and Milton Council be requested to consider the budget request as part of the Town's 2025 Budget process.

That the Milton Public Library Board endorses the addition of 1.63 new Full Time Equivalents (FTE) in staffing resources in 2025, inclusive of an IT Technician and conversion of two existing part-time Customer Service Associates to two full-time positions at a total cost of \$160,625, and that the Mayor of the Town of Milton and Milton Council be requested to consider the request as part of the Town's 2025 Budget process.

That the Milton Public Library Board endorses the proposed capital budget of \$950,226 for 2025, and that the Mayor of the Town of Milton and Milton Council be requested to consider the budget request as part of the Town's 2025 Budget process.

That the Milton Public Library Board endorses the draft capital forecast budget of \$15,692,872 for 2025-2034, and that the Mayor of the Town of Milton and Milton Council be requested to consider the forecast as part of the Town's 2025 Budget process.

That the staff be directed to present the feasibility study on Book Vending Machines and Hold Lockers, including operating and capital budget requirements, at the November meeting.

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



## 5.2 MPL Draft Master Plan

*Sarah Douglas-Murray* presented the Draft Master Plan and the next steps.

### **Motion #24-1947**

That the Milton Public Library Board receive the Milton Public Library Draft Master Plan (MPL Draft Master Plan) included as Attachment I to this report; and

That the Milton Public Library Board receive the next steps in the MPL Master Plan process as outlined in this report and

That the following feedback from the MPL Board be provided to the consultants for inclusion in the Final MPL Master Plan. (Board comments to be confirmed at the meeting)

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

## 5.3 ILS Progress Report

*Kanta Kapoor* presented the ILS progress report with change management strategies and a communication plan.

### **Motion #24-1948**

That Milton Public Library Board receives the Integrated Library System (ILS) – Progress Report.

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

## **6. Reports and Updates**

### **Council Updates:**

*Councillor Sarah Marshall* provided an update on the overnight parking permit pilot program, which is set to launch in Spring 2025 and aims to address ongoing parking challenges.

*Councillor Colin Best* advised about the intensification of the Britannia area, and it is anticipated that about 57,000 people will live in that area in a few years.

### **HR Committee:**


*Karen Wolnik* advised that the committee is in conversation with Town HR regarding the CEO Performance Review.



Meeting Adjourned: 8:12 PM

Next Meeting: Nov 27, 2024 at 7 PM

**Signed:**   
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*Sana Malik, Chair*  
Milton Public Library Board

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