



Regular Meeting of the Milton Public Library Board
Wednesday June 19th, 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), Karen Wolnik, Ragy Sharkawy, Councillor Rick Malboeuf, Councillor Sarah Marshall, Sibyl Shen (Vice-Chair), Councillor Colin Best

Regrets: Sana Malik (Chair)

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

Sibyl Shen (Vice-Chair) called the meeting to order at 7:00 pm

1. Approval of Agenda

Motion #24-1934

That the Milton Public Library Board approve the Agenda of 19th June, as amended

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

2. Declaration of Interest: none

3. Closed Session for Confidential Items

Motion #24-1935

It was Moved by *Councillor Colin Best*, **Seconded by** *Karen Wolnik*, **to move into the Confidential Session at 7:01 pm. Carried**

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

4. Consent Agenda

4.1 Approval of Minutes of the May 15, 2024 meeting



4.2 Business Arising from Minutes

Motion #24-1936

That the Milton Public Library Board approve the Consent Agenda of Jun 19th, 2024.

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

5. Information Items

5.1 2024 May MTD-YTD Operating and Capital Variance Report

Sarah Douglas-Murray updated on the budget report presented. *Councillor Marshall* requested that the Operating Budget report shows year over year comparison.

5.2 MPL's IT Security Assessment

Kanta Kapoor updated on the Penetration Testing project.

5.3 Service Delivery Review Workplan - Information

Sarah Douglas-Murray updated on the Service Delivery Review Workplan and the next step and presented a draft workplan.

6. Decision Items

6.1 2023 Audited Financial Statements

Sarah Douglas-Murray updated on the change in Surplus from last report presented to the Board. *Karen Wolnik* asked about finance Committee meetings, *Douglas-Murray* responded that the committee will meet on the 2025 Budget in July.

Motion #24-1937

That the Milton Public Library Board receives the 2023 Audited Financial Statements for the year ending December 31st, 2023.

Moved by *Councillor Sarah Marshall*, **Seconded by** *Councillor Rick Malboeuf*, **Carried**

6.2 2023 Annual Report



Sarah Douglas-Murray updated that the Annual Report, after the motion is passed that it will be published on the library's website.

Motion #24-1938

That Milton Public Library Board approve the 2023 Draft Annual Report.

Moved by *Karen Wolnik*, **Seconded by** *Councillor Sarah Marshall*, **Carried**

6.3 OP-12 - Public Code of Conduct

Chris Dorscht provided an overview of the updated Public Code of Conduct Policy.

Ragy Sharkawy ask of notification to code of conduct to public. *Sarah Douglas-Murray* responded it will be posted on the library's website, also shared with the School Board and copies will be available in the library.

Motion #24-1939

That Milton Public Library Board approve the revised OP-12 Public Code of Conduct

That the revised OP-12 Public Code of Conduct be effective beginning Tuesday August 6, 2024.

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

6.4 GOV-04 Committees of the Board

Sarah Douglas-Murray provided an overview of changes to GOV-04 Committees of the Board

Motion #24-1940

That Milton Public Library Board approve the revised GOV-04 Committees of the Board, as amended

Moved by *Karen Wolnik*, **Seconded by** *Councillor Sarah Marshall*, **Carried**

6.5 Purchasing - Laptop Kiosk and Devices

Kanta Kapoor updated on the new Kiosk purchases from Dell Canada, Apple and Java

Motion #24-1941

THAT the Milton Public Library Board approve purchasing of Laptop Kiosk through Java Connections LLC dba LaptopAnytime.

The Milton Public Library Board approved the purchase of 12 Dell Laptops from Dell Canada for the kiosk.

The Milton Public Library Board approved the purchase of six Mac books and six iPads from Apple Canada.

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. \$223,100 plus HST if required for any contingency or value addition to the project.

THAT the CEO/Chief Librarian be authorized to execute the resulting purchase order as per the current MPL's purchasing policy.

Moved by *Ragy Sharkawy*, **Seconded by** *Karen Wolnik*, **Carried**

6.6 Purchasing - Programming Laptops and Interactive Display

Kanta Kapoor provided an overview of the request for Programming Laptops and an Interactive Display

Motion #24-1942

THAT the Milton Public Library Board receive the report entitled "Purchase of Programming Laptops and Interactive Displays."

**THAT the Milton Public Library Board approve a commitment to spend up to \$46,420.30 plus the Harmonized Sales Tax (HST) from the following capital budget lines
C80010023 AUTOMATION REPLACEMENT**

The Milton Public Library Board approve the purchase of 30 Dell Programming Laptops, ten for each location.

The Milton Public Library Board approve the purchase of one ViewSonic Interactive Display with motorized carts for the Main Library from Ricoh Canada.

THAT authorization be given to the CEO & Chief Librarian to increase this budget to a limit of 15% of the budgeted amount, i.e. \$52,233 plus HST if required for any contingency or value



addition to the project.

THAT the CEO & Chief Librarian be authorized to execute the resulting purchase order as per the current MPL's purchasing policy.

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

6.7 2025 Budget Process

Sarah Douglas-Murray request that the board receive the budget process report, and updated that a Finance Committee Meeting will be set up in July to review the 2025 Operating Budget and Capital Forecast.

Motion #24-1943

That the MPL Board receives the 2025 Budget Process report; and

That the MPL Board endorses in principle that 1 FTE IT Officer be requested as part of the 2025 Budget; and;

That the MPL Board endorses in principle the conversion of two (2) Permanent Part Time (24 hour) Customer Service Associates to two FT Customer Service Associates be requested as part of the 2025 Budget.

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

7. Reports and Updates

7.1 CAO & Chief Librarian' Monthly Report

Sarah Douglas-Murray presented the CAO & Chief Librarian' Monthly Report.

7.2 Council Update

Councillor Rick Malboeuf shared of collaboration with Halton Region, shared that the Transit Master Plan and the Town Master Plan presents lots of challenges ahead.

7.3 Board HR Committee

Karen Wolnik, nothing to update. Currently working on a Quarterly update.



7.4 Board Finance Committee

Sibyl Shen requested setting up a meeting in July. *Sarah Douglas-Murray* added that this will be done.

8. Other Business

8.1 Members Announcements

Sarah Douglas-Murray updated that she will be on vacation on the 1st week of July.

8.2 Next Meeting Date: **September 18, 2024 at 7:00pm**

8.3 Adjournment:

Sibyl Shen adjourned meeting at 8:36pm

Signed: _____
Sibyl Shen, Vice-Chair
Milton Public Library Board

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