



Regular Meeting of the Milton Public Library Board
Wednesday, 18th September 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: none

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

Guest: Library Master Plan: Anand Desai, Rose Vespa

Sana Malik (Chair) called the meeting to order at 7:00 pm

1. Approval of Agenda:

Motion #24-1944

That the Milton Public Library Board approve the Agenda of September 18th

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

2. Declaration of Interest:

3. Presentation - MPL Master Plan:

Douglas-Murray introduced Anand Desai and Rose Vespa from Monteith Brown Consulting. She explained the purpose of the presentation was obtain key feedback from Board Members. A Report will be included on the October Board Agenda and the final Master Plan on the November 27 Board Meeting.

Anand Desai presented an overview of the Master Plan and explained that the purpose of today's presentation is to meet with the Board and gain feedback and refinement on the recommendations provided. The Library's Master Plan is done every 5 years and builds on the previous SDOR done earlier this year. The Master Plan will consider population and the



level of growth the Town of Milton is experiencing, who the library customers are, how to plan for space, services and programming. Milton has 3 branches with a total GFA of 56K square feet, which includes 5K of shared space (Sherwood Branch). MPL's Space Provision target level is 0.55sq ft per Capita. The actual Service Level of Space is 0.34sq ft per Capita. With population growth expectation in 2029, and no additional GFA, this will be reduced to 0.26sq ft per Capita.

Desai explained that the Library is a key part in the growth of the community. Some recommendations presented as follows:

- Library needs 78,000sq ft to be added based on the DC study from Town.
- Boyne branch is scheduled for 2030 completion
- Main Branch has a need for renovation or expansion.
- MPL should consider Alternative Service Delivery models, and the staffing and operational requirements.
- A Resilient and Robust Organization requires staffing to meet per capita needs.

4. Closed Session for Confidential Items:

4.1 Personal Matters about an identifiable individual or individuals.

Motion #24-1945

It was Moved by Councillor Sarah Marshall, seconded by Sybil Shen, to move into the Confidential Session at 8:12 pm. Carried

It was Moved by Councillor Colin Best, seconded by Karen Wolnik, to move out of the Confidential Session at 8:21 pm. Carried

Direction was given to the CEO, Sarah Douglas-Murray to implement the recommendations as outlined in the Confidential Report.

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

5. Consent Agenda:

- 5.1. Approval of the Minutes of the June 19, 2024 meeting
- 5.2. Approval of the Finance Committee Minutes July 18, August 27
- 5.3. Business Arising from Minutes

Motion #24-1946



That the Milton Public Library Board approve the Consent Agenda of September 18th, 2024.

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

6. Information Item:

6.1. 2024 Q2 Operating and Capital Variance Report

Douglas-Murray presented the Q2 Operating and Capital Variance Report and reported on Fees and Fines, Collection Replacement and Furniture replacement budget lines.

6.2. Q2 Departmental Quarterly Report

Kapoor presented on the Support Service portion of the Q2 departmental quarterly report that includes the physical collection and the diverse items within that collection. E-resources are experiencing budgetary pressures with 4K persons being turned away. New cardholders are up by 8K. Wireless access is increasing due to increased footfall.

Dorscht presented on the Customer Experience portion. Programming is up with 31K attendance due to the Tea Festival held earlier in the year. Media target will surpass last year and footfall is 96K more than last year.

7. Decision Item:

7.1. 2025 Preliminary Operating and Capital 10-Yr Forecast

Douglas-Murray presented on the 2025 Preliminary Operating and Capital 10-Yr Forecast and updated that she met with the Finance Committee on July 18th, and August 27th to review the draft budget. The report presented excludes the new staffing request and the budget increase reflects a 6.43% increase.

Motion #24-1947

That the Milton Public Library Board receives the 2025 Preliminary Operating Budget and 10- Year Capital Forecast Report.

That the Milton Public Library Board directs staff to submit the 2025 Preliminary Operating Budget as presented to the Town of Milton.

That the Milton Public Library Board directs staff to submit the 10 Year Capital Forecast as presented to the Town of Milton.

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



7.2. Budget Purchasing AWE Tablets and Desktops

Kapoor presented that the current AWE desktops to be replaced are at the end of life. The new replacements reduce the number of desktops from 12 to 6 and adds 6 AWE tablets.

Motion #24-1948

THAT the Milton Public Library Board receive the report entitled "Purchase of AWE tablets and Desktops."

THAT the Milton Public Library Board approve a commitment to spend up to \$48,720 plus (HST) from the following capital budget C80010024 AUTOMATION REPLACEMENT

The Milton Public Library Board approve the purchase of six AWE Tablets and Six AWE Desktops for the Children's section at the Main Library.

THAT authorization be given to the CEO & Chief Librarian to increase this budget to a limit of 15% of the budgeted amount, i.e. \$56,028 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.

It was Moved by Councillor Colin Best, Seconded by Sybil Shen, Carried

7.3. Guelph Public Library Reciprocal Borrowing

Douglas-Murray presented that MPL was approached by Guelph Public Library to enter into a reciprocal borrowing agreement. *Councillor Marshall* inquired on what does that service mean, *Douglas-Murray* explained that anyone with a Guelph Library Card can borrow collections from MPL and vice versa. This is facilitated by presenting a Guelph Library Card in order to obtain an MPL library card, and vice versa.

Motion #24-1949

THAT the Milton Public Library Board receive the report entitled "Guelph Public Library Reciprocal Borrowing & Circulation Policy."

THAT the Milton Public Library Board approve the Reciprocal Borrowing Agreement with Guelph Public Library.

THAT the Milton Public Library Board approve the updated OP-11 Circulation Policy.

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



7.4. MPL Board By-law and Governance Policy Updates

Douglas-Murray presented on the following with small housekeeping changes:

- Milton Public Library Procedural Bylaw
- GOV-01 Board Training and Development Policy
- GOV-02 Board Self Evaluation Policy
- GOV-03 Duties and Responsibilities Policy of Individual Board Members Policy
- GOV-06 Delegation of Authority to the CEO Policy
- GOV-07 Board Orientation Policy
- GOV-08 – Board Advocacy Policy

Motion #24-1950

That Milton Public Library Board approve the revised Milton Public Library Procedural Bylaw (Attachment 1); and

That Milton Public Library Board approve the revised GOV-01 Board Training and Development Policy (Attachment 2); and

That Milton Public Library Board approve the revised GOV-02 Board Self Evaluation Policy (Attachment 3); and

That Milton Public Library Board approve the revised GOV -03 Duties and Responsibilities Policy of Individual Board Members Policy (Attachment 4); and

That Milton Public Library Board rescind GOV-05 - Evaluation of the Chief Executive Officer Policy; and

That Milton Public Library Board approve the revised Gov-06 Delegation of Authority to the CEO Policy (Attachment 5); and

That Milton Public Library Board approve the revised GOV-07 Board Orientation Policy (Attachment 6); and

That Milton Public Library Board approve the revised GOV-08 – Board Advocacy Policy (Attachment 7)

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

8. Reports and Updates:

8.1. CAO & Chief Librarian's Monthly Report

Douglas-Murray reported on:

- Self-Check out Machine Enhancement



- ILS new system status
- Library Technology Survey led by Toronto Public Library
- New Code of Conduct implemented
- Fall Newsletter will be available in November
- New Horizons for Seniors Grant
- Library card signup month campaign in September
- Programming
- OBOM
- MPL 170th Anniversary in 2025
- Gordon Korman author's visit
- Milton Historical Society
- HR - Reconciliation Training

8.2. Council Update

Councillor Best updated that the Budget meeting is on November 25 with Town of Milton Council

8.3. Board HR Committee

Wolnik updated that the Committee will be meeting the Town of Milton HR on Sept 19th.

8.4. Board Finance Committee

Douglas-Murray updated that the Finance Committee met in July and August to look at the 2025 Budgets.

9. Other Business:

9.1. Next Meeting Date: October 16, 2024 at 7 PM

9.2. Adjournment:

***Sana Malik* adjourned meeting at 8:54pm**

Signed: _____
Sana Malik, Chair
Milton Public Library Board

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