



**Consent Agenda Item 5.1**

**Regular Meeting of the Milton Public Library Board  
March 25, 2026 at 7:00 PM  
Main Boardroom**

**Mission Statement**

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

**Minutes**

**Members:** Sana Malik, Councillor Colin Best, Councillor Rick Malboeuf, Ragy Sharkawy, Sibyl Shen, Karen Wolnik

**Staff:** Sarah Douglas-Murray, Chris Dorscht, Kanta Kapoor, Sonia Li (Recorder), Fajar Parvez

**Guest:** Janine Gallagher, Director, Human Resources, Town of Milton  
Monica Nowak, Manager, Human Resources, Town of Milton  
Carrie Sharpin, Practice Manager, Ward & Uptigrove Human Resources Solutions

**Regrets:** Councillor Sarah Marshall

Meeting Commenced at 7:00pm

**1. Approval of Agenda**

**Motion #26-2030**

**That the Milton Public Library Board approve the Agenda of the March 25, 2026 Meeting.**

**Moved by Sibyl Shen, Seconded by Sana Malik Carried**

**2. Declaration of Interest: none**

**3. Confidential Session**

The motion was passed to move into Confidential Session.

**Motion #26-2031**

**It was Moved by Sana Malik, Seconded by Sibyl Shen to move into the Confidential Session at 7:01pm. Carried**

**It was Moved by Sana Malik, Seconded by Sibyl Shen to move out of the Confidential Session at 7: 22pm. Carried**

Confidential Session to discuss:

- sensitive personal matters about an identifiable individual, including Board members;
- labour relations or employee negotiations

Confidential Reports Circulated under Separate Cover

### 3.1. Union Pay Equity

**Motion #26-2032**

**That the Milton Public Library (MPL) Board receive the Union Pay Equity Review report; and**

**That the Milton Public Library (MPL) Board receive the Pay Equity Maintenance 2025 – CUPE 4366 prepared by Ward & Uptigrove Human Resources Solutions (W & U) (Attachment I); and**

**That the Milton Public Library (MPL) Board directs the CEO to undertake the recommendations outlined in the report to achieve and maintain pay equity.**

**Moved by Sana Malik, Seconded by Sibyl Shen Carried**

### 3.2. Collective Agreement Updates

**Motion #26-2033**

**That the Milton Public Library (MPL) Board Receive the HR Update – Collective Bargaining report;**

**Moved by Councillor Rick Malboeuf, Seconded by Sibyl Shen Carried**

## 4. Consent Agenda

- 4.1. Approval of the Minutes of January 21, 2026
- 4.2. 2025 Year-end Operating and Capital Draft Report
- 4.3. 2026 February YTD Operating and Capital Variance Report
- 4.4. CEO & Chief Librarian Report
- 4.5. Policy Updates

**Motion #26-2034**

**That the Milton Public Library Board approve the Consent Agenda of the March 25, 2026 Meeting.**

**Moved by Sana Malik, Seconded by Sibyl Shen Carried**

**5. Discussion Items**

5.1. Marketing and Communication Plan

**Motion #26-2035**

**That Milton Public Library Board receive the report entitled “2026 Marketing and Communications Plan” for its information.**

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

5.2. Halton Information Providers Update – Strategic Plan

**Motion #26-2036**

**That the Milton Public Library Board receive the Halton Information Providers (HIP) Update report for information.**

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

5.3. CULC – Social Impacts Study

**Motion #26-2037**

**That the Milton Public Library (MPL) Board receive the Canadian Urban Libraries Council (CULC) Social Impacts Study for information.**

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

5.4. Scope of Work – Main Space Use Study

**Motion #26-2038**

**That the Milton Public Library Board receives the Main Space Use Study Update report for information.**

**Moved by Sana Malik, Seconded by Karen Wolnik Carried**

5.5. AI Policy

**Motion #26-2039**

**That the Milton Public Library Board approve the attached Artificial Intelligence (AI) Policy.**

**Moved by Councillor Colin Best, Seconded by Sana Malik Carried**

5.6. Upgrading Laptop Kiosk at Sherwood and Beaty

**Motion #26-2040**

**That the Milton Public Library Board receive the report entitled “Replacement of Apple Devices and Upgrade of Laptop Kiosk Systems at Sherwood and Beaty.”**

**That the Milton Public Library Board approve the purchase of replacement Apple devices and the upgrade of existing Laptop Kiosk systems for Sherwood and Beaty Libraries.**

**That the Milton Public Library Board approve a commitment to spend up to \$87,000 plus Harmonized Sales Tax (HST) from the following capital budget lines**

**C80010025 Automation Replacement (\$36,000 plus HST)**

**C80012125 Collection Replacement (\$50,868 plus HST, rounded to \$51,000)**

**That the CEO be authorized to execute the resulting purchase order as per MPL’s purchasing policy.**

**That authorization be given to the CEO to increase this budget up to a limit of 15% of the budgeted amount, i.e. \$100,050 plus HST if required for any contingency or value addition to the project.**

**That the CEO be authorized to execute the resulting purchase order as per the current MPL’s purchasing policy.**

**Moved by Sana Malik, Seconded by Councillor Colin Best Carried**

## 6. Reports and Updates

### 6.1 Committee Updates:

HR Committee Update - Q1 CEO performance review has been completed and the Board survey was completed under the Board Governance Review and Succession Planning Workshop in February 2026.

### 6.2 Council Updates:

- Regional Council meeting was held on March 25, 2026 and the provincial budget is to be released on March 26, 2026.
- At local Council, the Official Plan Open House is scheduled for March 31, 2026 and Public Meeting is scheduled for April 13th. Official Plan includes budgeting for additional community facilities, including future library locations.

## 7. Other Business:

The Federation of Ontario Public Libraries will launch an advocacy campaign in April, targeting to provincial government about challenges that libraries are experiencing. CEO will share with Board the official advocacy report once released.

## 8. Future Meeting and Events

Board Meeting: Wednesday May 20, 2026

Battle of the Books - Monday March 30th, 2026

Tea Fest - Saturday May 2nd, 2026

## 9. Adjournment

Meeting Adjourned: 8:11pm

### **Motion #26-2041**

**That Milton Public Library Board approve the adjournment of the March 25, 2026 meeting.**

**Moved by Councillor Colin Best, Seconded by Sana Malik Carried**

Signed: \_\_\_\_\_

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

Signed: \_\_\_\_\_

*Sarah Douglas Murray*  
Sarah Douglas Murray, CEO  
Milton Public Library Board