

Regular Meeting of the Milton Public Library Board  
Wednesday, 20<sup>th</sup> January 2021 at 6:00 pm  
Via Zoom online conferencing

**Mission Statement**

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

**Minutes**

**Members:** Sarah Marshall (Chair), Omer Amin, Matthew Fabian (arrived at 6:27 pm), Paul Hubahib, Margaret Warmels, Councillor Sameera Ali, Councillor Kristina Tesser Derksen (arrived at 6:13 pm)

**Staff:** Mark Williams, Dave Hook, Vito Montesano, Cyndi Duncan (Recorder)

**Guest Speakers:**

1. James Turk, Director, Centre for Free Expression, Faculty of Comms. & Design, Ryerson University
2. Steve Langlois, Principal Planner, Monteith Brown Planning Consultants

Sarah Marshall (Chair) called the meeting to order at **6:06** p.m.

**1. Approval of Agenda**

Williams asked that one additional item be added to the agenda under other business:

1.1 Website Update. Williams also stated that we would need to move item 4. Intellectual Freedom Overview and item 5. Master Plan Update into the Confidential session.

**That the Milton Public Library Board approve the Agenda of 20<sup>th</sup> January 2021 as amended**

**Moved by Omer Amin, Seconded by Paul Hubahib, Carried**

**2. Declaration of Interest:** None declared.

**3. Welcome and Introduction**

Michael Vickery, IT Manager was introduced to the Board, providing a brief snapshot of his career, to date and his reasons for wanting to join MPL's management team.

**4. 5. And 6. Closed Session for Confidential Items**

**It was Moved by Paul Margaret Warmels, Seconded by Omer Amin, to move into the Confidential Session at 6:12 pm. Carried**

**It was Moved by Matthew Fabian, Seconded by Paul Hubahib, to move out of the Confidential Session at 9:00 pm. Carried**

## **7. Consent Agenda**

### **7.1 Approval of the Minutes of 19<sup>th</sup> November, 2020**

### **7.2 Correspondence (none)**

### **7.3 Accounts (Operating & Capital) for November & December**

### **7.4 Staff Reports**

- i. Q4 and Year-End Patron Feedback Summary
- ii. New Patron Registrations and Languages Read at Home Summary
- iii. Q4 Departmental Quarterly Report
- iv. Curbside Collection Round Two Summary
- v. 2021 Holiday Closures

#### **Motion #21-1757**

**That the Milton Public Library Board approve the Consent Agenda for 21<sup>st</sup> January, 2021.**

**Moved by Councillor Sameera Ali, Seconded by Matthew Fabian, Carried**

## **8. Information Items:**

### **8.1 2021 Budget Confirmation**

Williams informed the Board that the 2021 Operating Budget was approved as submitted with a 5.32% increase over 2020, equating to \$5,039,860.

### **8.2 2020 Year End Projection: December update**

Williams presented the 2020 Year-End projection: December update. Williams reminded the Board that due to the COVID-19 pandemic, MPL has agreed to return the 2020 year-end surplus to the Town rather than paying into the Library Tax Rate Stabilisation Reserve, as in any other year. A final amount will be presented after the year-end numbers are finalised.

## **9. Decision Items**

### **9.1 Health and Safety Policy Recommendation**

Montesano presented the Health and Safety Policy. A copy signed by the Board Chair and Chief Librarian will be posted at all locations. The policy will be amended to say that the term “workers” is as defined in the *Occupational Health and Safety Act*.

#### **Motion #21-1758**

**That the Milton Public Library Board approve the “Health and Safety Policy” as amended**

**Moved by Councillor Kristina Tesser Derksen, Seconded by Margaret Warmels, Carried**

## **9.2 Child Safety Policy Recommendation**

Hook presented the Child Safety Policy as part of the policy review schedule. After review, the Board has asked that this policy be brought back to the meeting of the Board in March 2021.

## **9.3 Intellectual Freedom Policy Recommendation**

Williams presented the Intellectual Freedom Policy recommending two changes in wording to bring the policy up to date and to be consistent with the Collections Management Policy, which was approved by the Board in May 2020.

### **Motion #21-1759**

**That the Milton Public Library Board approve the “Intellectual Freedom Policy”**

**Moved by** *Matthew Fabian*, **Seconded by** *Councillor Kristina Tesser Derksen*, **Carried**

## **9.4 Programming Policy Recommendation**

Williams presented the new Programming Policy to the Board. This policy has been developed applying the principles of Intellectual Freedom specifically to MPL’s programmes.

### **Motion #21-1760**

**That the Milton Public Library Board approve the “Programming Policy”**

**Moved by** *Matthew Fabian*, **Seconded by** *Margaret Warmels*, **Carried**

## **9.5 Master Plan Update**

Williams presented the updated Master Plan for approval by the Board.

### **Motion #21-1761**

**That the Milton Public Library Board approve the Updated MPL Master Plan**

**Moved by** *Councillor Sameera Ali*, **Seconded by** *Paul Hubahib*, **Carried**

## **10. Reports and Updates**

### **10.1 Chief Librarian’s Monthly Report**

Williams highlighted some key activities from November and December 2020:

- MPL’s leadership and management teams worked with Planning Consultants Monteith Brown to update the Master Plan
- Beaty Branch and Main library remained closed after the holiday period to prepare for Curbside Pickup, which resumed in January
- There were over 2000 unique views of online storytimes over the period
- MPL’s TAG members were asked to provide feedback on the Federal Government’s Youth Policy

- In December, Tariq Hadid, a Syrian refugee and CEO of Peace by Chocolate presented a programme on MPL’s new Crowdcast platform, with over 230 attendees
- MPL’s Read Woke initiative launched on 1<sup>st</sup> November with a focus on Indigenous Voices for November and Newcomer Voices for December
- MPL’s Community-Led librarian has been asked to present a training session on MPL’s model of Community-Led Librarianship to students at Dalhousie University in February 2021

## **10.2 Council Update**

Councillor Kristina Tesser Derksen reported on Town Council activities for November and December 2020.

## **10.3 OLA Super Conference Board Attendance**

Williams asked the Board to confirm their attendance to the 2021 Virtual Super Conference, presented by the Ontario Library Association.

## **10.4 HR Committee: No Report**

## **10.5 Board Advocacy Committee: No Report**

## **10.6 SOLS Trustee Council: No Report**

## **11. Other Business**

### **11.1 Board Website Update**

Williams asked the Board to update their bios for the MPL website, if desired.

### **11.2 Morgan Murray**

Williams informed the Board that author Morgan Murray will be joining Milton Public Library, virtually, to discuss his book “Dirty Birds”, featuring a character named “Milton Ontario”, on 28<sup>th</sup> of January, 2021.

## **12. Member Announcements:**

None

## **13. Next Meeting Date:**

The next meeting will be held on Wednesday, 17<sup>th</sup> March, 2021 at 7:00 pm.

## **14. Adjournment:**

*Sarah Marshall* moved to adjourn the meeting at 9:52 pm. – carried.

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

Sarah Marshall, Chair  
Milton Public Library Board

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

Mark Williams, Chief Librarian  
Milton Public Library Board