

Regular Meeting of the Milton Public Library Board
Wednesday, 22nd April 2020 at 7:00 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, Maggie Chan, Matthew Fabian, Margaret Warmels, Councillor Sameera Ali, Councillor Kristina Tesser Derksen

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

Sarah Marshall (Chair) called the meeting to order at **7:04** p.m.

I. Approval of Agenda

That the Milton Public Library Board approve the Agenda of 22nd April 2020

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

2. Declaration of Interest: None declared.

3. Consent Agenda

3.1 Approval of the Minutes of 15th January 2020

3.2 Accounts (Operating and Capital) for January, February & March

3.3 Q1 Financial Summary (Operating & Capital)

- Williams clarified that MPL will not be hiring additional summer students
- Staff clarified the year-to-date personnel budget figures at Sherwood Branch
- Williams reiterated that MPL will be following the lead of the Town of Milton with respect to the development of the revised MPL Master Plan.

Motion #20-1713

That the Milton Public Library Board approve the Consent Agenda for 22nd April 2020.

Moved by Maggie Chan, Seconded by Omer Amin, Carried

4. Information Items:

4.1 COVID – 19 Closure: Current State of Play

Williams provided the Board with an overview of MPL activities as a result of the closure of all of MPL's physical branches, in response to the provincial state of emergency and the global pandemic, effective 13th March, including moving all services online and placing 40 part time staff on the Declared Emergency Leave.

While regular collection and visitor statistics have decreased significantly during the same period compared to the previous year, there has been a 60% increase in e-card registrations. Williams noted that while there have been significant increases across the board, related to e-resource circulation, these will not offset the loss of the physical circulation which was set to be MPL's best year ever.

The period 17th March to 15th April showed the highest-ever engagement on all three active social media platforms with a 2275% increase in followers on Facebook and 916% increase in total engagements; Twitter has had a 548% increase in total engagements; and Instagram has had a 30% increase in total engagements.

MPL has created numerous opportunities to inspire patrons through our virtual branch and social media channels, during this uncertain time, continuing to deliver customer service excellence in the online environment. Williams commended all staff for their work in engaging the public in this new way.

5. Decision Items

5.1 Working from Home Policy recommendation

Montesano presented the recommended "Working from Home Policy" to the Board. The Board reviewed the policy and asked for changes to be made. The amended policy will be presented again at the May meeting of the Board.

5.2 Respect in the Work Place Policy recommendation

Montesano brought forward the "Respect in the Work Place Policy" which had been deferred from the January meeting of the Board.

Motion #20-1714

That the Milton Public Library Board approve the "Respect in the Work Place Policy"

Moved by *Omer Amin*, Seconded by *Matthew Fabian*, Carried

6. Reports and Updates

6.1 SOLS Trustee Council Update

Matthew Fabian reported to the Board on his attendance at the recent SOLS Trustee Meeting, on Saturday 18th April, via online conferencing. Documents will be shared in the next Board Package and on the Board portal.

7. Other Business:

7.1 Board Member Maggie Chan is moving out of Milton in May 2020. As a result, staff's recommendation for a replacement will be presented to Council at the meeting to be held on May 25th. An update on the appointment will be provided at the June meeting of the Board.

7.2 Councillor Kristina Tesser Derksen reported to the Board on her favourable experience at the Board Bootcamp as part of the OLA Super Conference in early February, 2020.

8. Closed Session for Confidential Items

It was Moved by Omer Amin, Seconded by Councillor Kristina Tesser Derksen, to move into the Confidential Session at 8:09 pm. Carried

It was Moved by Matthew Fabian, Seconded by Maggie Chan, to move out of the Confidential Session at 8:33 pm. Carried

Motion #20-1715

That Milton Public Library Board direct staff to continue working closely with Finance Staff at the Town of Milton to align next steps, where possible,

And Further,

That there should be no further reduction to the staffing complement as a result of the COVID-19 pandemic, in order to maintain harmonious working relationships with CUPE Local 4366

Moved by Omer Amin, Seconded by Councillor Sameera Ali. Carried.

9. Member Announcements:

None

10. Next Meeting Date:

The next meeting will be held on Wednesday, 20th May, 2020 at 7:00 pm

11. Adjournment:

Sarah Marshall moved to adjourn the meeting at 8:36 pm. – carried.

Signed: _____

Sarah Marshall, Chair
Milton Public Library Board

Signed: _____

Mark Williams, Chief Librarian
Milton Public Library Board