

Regular Meeting of the Milton Public Library Board  
Wednesday, 17<sup>th</sup> March 2021 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, Paul Hubahib, Margaret Warmels, Councillor Sameera Ali, Councillor Kristina Tesser Derksen

**Regrets:** Matthew Fabian

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

Sarah Marshall (Chair) called the meeting to order at **7:00** p.m.

**1. Approval of Agenda**

**That the Milton Public Library Board approve the Agenda of 17<sup>th</sup> March 2021**

**Moved by Paul Hubahib, Seconded by Councillor Kristina Tesser Derksen, Carried**

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

**3. Closed Session for Confidential Items**

**It was Moved by Margaret Warmels, Seconded by Paul Hubahib, to move into the Confidential Session at 7:02 pm. Carried**

**It was Moved by Margaret Warmels, Seconded by Paul Hubahib, to move out of the Confidential Session at 7:33 pm. Carried**

**4. Consent Agenda**

**4.1 Approval of the Minutes of 20<sup>th</sup> January, 2021**

**4.2 Correspondence (none)**

**4.3 Accounts (Operating & Capital) for January & February**

**4.4 Staff Reports**

- i. 2021 OLA Super Conference Summary
- ii. Internet Archive / Open Libraries / Library Futures summary
- iii. Volunteer Opportunities Summary
- iv. MPL Website AODA Compliance

**Motion #21-1764**

**That the Milton Public Library Board approve the Consent Agenda for 17<sup>st</sup> March, 2021.**

**Moved by Councillor Sameera Ali, Seconded by Councillor Kristina Tesser Derksen, Carried**

**5. Information Items:**

**5.1 Human Resources Strategy**

Montesano presented the Board with a new Human Resources Strategy.

**5.2 2021 Branch Profile Updates**

Hook presented the 2021 Branch Profile Updates. Updated documents have been uploaded to the online Board portal.

**5.3 Branch Re-Opening Summary**

Williams presented a summary of library operations comparing 2021 with the same period in 2020 (pre-pandemic).

**5.4 Grievance Update**

Williams confirmed that the grievance submitted by Local 4366 in relation to the Declared Emergency Leave was resolved effective 26<sup>th</sup> February 2021, without proceeding to arbitration.

**5.5 2020 Year End Position**

Williams informed the Board that due to reduced facilities and lease related costs, the MPL surplus has increased by \$130,000, for a total surplus of \$605,000 being returned to the Town of Milton.

**5.6 Draft Annual Report Overview**

Williams updated the Board with the highlights of MPL's activities that are being included in the 2020 Annual Report.

**6. Decision Items**

**6.1 Collections Management Policy Update**

Williams presented the Collections Management Policy to the Board. Following the controversy surrounding Dr. Seuss titles, and in line with the consensus of the Working Group on Intellectual Freedom, of which Williams is a member, staff are recommending this additional wording be included in the policy:

*Unless in exceptional circumstances, MPL does not mark selected materials in order to indicate approval or disapproval of item contents or attempt to expurgate information contained in selected items.*

**Motion #21-1765**

**That the Milton Public Library Board approve the “Collections Management Policy” as updated**

**Moved by** *Councillor Kristina Tesser Derksen*, **Seconded by** *Omer Amin*, **Carried**

**6.2 Child Safety Policy Update**

Hook presented the Child Safety Policy as part of the policy review schedule. After review, and consultation with other Library systems, staff are recommending that the minimum age to leave a child alone in the library be amended to ten years old.

**Motion #21-1766**

**That the Milton Public Library Board approve the “Child Safety Policy” as updated**

**Moved by** *Margaret Warmels*, **Seconded by** *Paul Hubahib*, **Carried**

**6.3 Over-time/In-Lieu of Overtime policy recommendation**

Montesano presented the Overtime/In-Lieu of Overtime Policy as part of the policy review schedule. No changes are being recommended at this time.

**Motion #21-1767**

**That the Milton Public Library Board approve the “Overtime/In-Lieu of Overtime Policy”**

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

**6.4 Confidentiality and the Protection of Privacy policy recommendation**

Montesano presented the Confidentiality and the Protection of Privacy Policy to the Board as part of the policy review schedule. The recommended wording changes maintain consistency within MPL’s policies and ensure compliance with MFIPPA.

**Motion #21-1768**

**That the Milton Public Library Board approve the “Confidentiality and the Protection of Privacy Policy”**

**Moved by** *Paul Hubahib*, **Seconded by** *Councillor Kristina Tesser Derksen*, **Carried**

**6.5 Vulnerable Sector Screening policy recommendation**

Montesano presented the Vulnerable Sector Screening Policy to the Board. This policy has been updated to clarify Police Service requirements for Vulnerable Sector Screenings.

**Motion #21-1769**

**That the Milton Public Library Board approve the “Vulnerable Sector Screening Policy”**

**Moved by** *Margaret Warmels*, **Seconded by** *Paul Hubahib*, **Carried**

**6.6 Respect in the Workplace policy recommendation**

Montesano presented the Respect in the Workplace Policy to the Board as part of the policy review schedule. There are no changes recommended at this time.

**Motion #21-1770**

**That the Milton Public Library Board approve the “Respect in the Workplace Policy”**

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

**6.7 Mileage Allowance policy recommendation**

Montesano presented the Mileage Allowance Policy to the Board as part of the policy review schedule. There are no changes recommended at this time.

**Motion #21-1771**

**That the Milton Public Library Board approve the “Mileage Allowance Policy”**

**Moved by** *Councillor Kristina Tesser Derksen*, **Seconded by** *Paul Hubahib*, **Carried**

**6.8 Travel Expense Reimbursement policy recommendation**

Montesano presented the Travel Expense Reimbursement Policy to the Board as part of the policy review schedule. There are no changes recommended at this time.

**Motion #21-1772**

**That the Milton Public Library Board approve the “Travel Expense Reimbursement Policy”**

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

**6.9 Board Advocacy Discussion**

The Board discussed ways to revitalize the Board Advocacy Committee and a meeting will be convened to move those discussions forward.

**7. Reports and Updates**

**7.1 Chief Librarian’s Monthly Report**

Williams highlighted some key activities from January and February 2021:

- Williams has been in discussions with Finance and Facilities at the Town of Milton to bring forward the Expansion of Main Library, with hopes of planning the design in 2022
- New programme room signage at Sherwood Branch has been installed, in recognition of the new donors, Joe and Zina Yaworski
- New Learning and Development Strategy developed by Senior Manager, HR
- IT Technician to start on 29<sup>th</sup> March, Daniel Opaluwa
- Increases in programming stats over the same period in the previous year: Children's increased by 160%, Teens by 594% and Adults by 207%
- Laurier Milton Lecture Series had its highest registration with almost 250 participants in February
- MPL is now lending Conservation Halton passes
- Beaty Branch is now hosting a Food For Life Fridge for Milton residents in need

## **7.2 Council Update**

Councillor Sameera Ali reported on Town Council activities for January and February 2021.

**7.3 HR Committee:** No Report

**7.4 Board Advocacy Committee:** No Report

**7.5 SOLS Trustee Council:** No Report

## **8. Other Business**

### **8.1 Return of Related Party Disclosures**

Williams asked the Board to ensure they have returned their Related Party Disclosure forms.

### **9. Member Announcements:**

None

### **10. Next Meeting Date:**

The next meeting will be held on Wednesday, 19<sup>th</sup> May, 2021 at 7:00 pm.

### **14. Adjournment:**

*Sarah Marshall* moved to adjourn the meeting at 9:43 pm. – carried.

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

Sarah Marshall, Chair  
Milton Public Library Board

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

Mark Williams, Chief Librarian  
Milton Public Library Board