

Regular Meeting of the Milton Public Library Board
Wednesday, 19th May 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, Matthew Fabian, Margaret Warmels, Councillor Sameera Ali, Councillor Kristina Tesser Derksen

Regrets: Paul Hubahib

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

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

1. Approval of Agenda

That the Milton Public Library Board approve the Agenda of 19^h May 2021

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

2. Declaration of Interest: None declared.

3. Closed Session for Confidential Items

It was Moved by Councillor Kristina Tesser Derksen, Seconded by Omer Amin, to move into the Confidential Session at 7:06 pm. Carried

It was Moved by Omer Amin, Seconded by Matthew Fabian, to move out of the Confidential Session at 7:42 pm. Carried

4. Consent Agenda

4.1 a & b Approval of the Minutes of 17th March, 2021 & 31 March, 2021

4.2 Correspondence (none)

4.3 Accounts (Operating & Capital) for March & April 2021

4.4 Staff Reports

- i. Curbside Collection Update and Comparison Summary
- ii. Conservation Halton & Ontario Parks Pass programme
- iii. UoT UX project
- iv. IT Department Plan

- v. Website Refresh
- vi. Pride Benches

Williams reported that MPL has already received a lot of positive feedback on the newly installed Pride benches.

Motion #21-1775

That the Milton Public Library Board approve the Consent Agenda for 19th May, 2021.

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

5. Information Items:

5.1 QI Departmental Quarterly Report

Williams presented key items from the QI Departmental report:

- Programming attendance increased 8% over Q4 2020, but increased 219% over the same period in 2020
- E-resources continue to show increases in circulation: Hoopla is up 8% over Q4 2020, cloudLibrary is up 14% over Q4 2020, and Flipster is up 15% over Q4 2020 (and up 65% over Q1 2020).
- While MPL is reporting a 46% decrease in circulation over the same period in 2020, there was only a 28% decrease over Q4, despite the library's closure for half of this quarter
- IT staff are creating a new inventory of physical IT assets at all MPL locations
- In Q1, MPL had 89,954 visitors to the website, 18,783 patrons accessed the Mobile Library App, and 16,209 patrons attended online programming
- MPL's programme with NASA scientist, Dr. Sarah Milkovich, had over 2,000 attendees
- Black History Month brought a diverse array of events and programmes, with nearly 10,000 people participating

5.2 QI Patron Feedback and Customer Satisfaction Summary

Due to the pandemic, MPL has been unable to collect patron feedback by the usual means. However, patrons continue to be re-directed to the following options: MPL's email, Chat with a Librarian, Google Reviews, and social media platforms. This has proven very successful and MPL continues to receive positive comments.

5.3 QI Financials

Williams presented the QI financial reports to the Board.

5.4 ToM Code of Conduct for Boards and Committees

Williams informed the Board that the Town of Milton's Integrity Commissioner had created a new Code of Conduct for Boards and Committees. Williams met with Meaghan Reid, Director, Legislative Services and Town Clerk to review. Appendix B, which speaks directly to the members of the MPL Board, forms part of the Board package for this meeting, and

Board members are encouraged to review the full document which has been uploaded to the Board online portal. In addition, the Integrity Commissioner will attend the June Board meeting to go through the new Code of Conduct in detail.

6. Decision Items

6.1 2020 Draft Annual Report

Williams presented the 2020 Draft Annual Report to the Board. No print copies are being released this year, but it will be available for download from the MPL website as well as being emailed to all 36,000 recipients of the e-newsletter. The Annual Report will form part of the Council package for the meeting on 21st June.

Motion #21-1776

That the Milton Public Library Board approve the "2020 Draft Annual Report"

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

6.2 Bereavement Leave policy recommendation

Montesano presented the Bereavement Leave Policy to the Board. Changes are being made in order to align the policy with the agreed to benefit changes as per the new Collective Agreement.

Motion #21-1777

That the Milton Public Library Board approve the "Bereavement Leave Policy"

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

6.3 Jury duty & Witness Leave policy recommendation

Montesano presented the Jury Duty & Witness Leave Policy as part of the policy review schedule. There are no changes recommended at this time.

Motion #21-1778

That the Milton Public Library Board approve the "Jury Duty & Witness Leave Policy"

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

6.4 Vacation policy recommendation

Montesano presented the Vacation Policy to the Board. Changes are being made in order to align the policy with the benefit allowed in the Collective Agreement.

Motion #21-1779

That the Milton Public Library Board approve the “Vacation Policy”

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

6.5 Circulation policy recommendation

Williams presented the Circulation Policy to the Board. This policy is reviewed on an annual basis and these updates are intended to improve the public library experience for MPL patrons and to better reflect the Mission and Vision of MPL, in providing equitable access for all.

Motion #21-1780

That the Milton Public Library Board approve the “Circulation Policy”

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

7. Reports and Updates

7.1 Chief Librarian’s Monthly Report

Williams highlighted some key activities from March and April 2021:

- Williams participated in his first meeting as a member of the Working Group on Intellectual Freedom, hosted by the Centre for Free Expression, Ryerson University
- Vendor demonstrations of digitisation scanners were held. This technology will allow MPL to participate in the Internet Archive project and lead to a more inclusive digital service for our patrons
- The 2021 Marketing & Communications strategy has been finalised
- Long-time employee, Kathy Canning retired after almost 31 years of service on 30th April
- The Virtual Volunteer Opportunity programme for Youth continues to be popular
- The winner of the Great Canadian Baking Show, Raufikat Oyawoye-Salami, was a highlight of the MPL’s Crowdcast channel
- The Social Notes for Seniors programme continued successfully through March and April: MPL mailed handwritten notes, recipes, crossword puzzles and more to 14 seniors living alone in Milton
- Congratulations to Kanta Kapoor, MPL’s Manager, Support Services. Kanta has taken the lead on many new projects for MPL and the first four are hugely impactful for the organisation

7.2 Council Update

Councillor Kristina Tesser Derksen reported on Town Council activities for March and April 2021.

7.3 HR Committee

Board Member Warmels reminded the Board to complete and return their Board Self-Evaluation forms.

7.4 Board Advocacy Committee

After discussion, it was decided to bring this report back to the June 2021 meeting of the Board.

7.5 SOLS Trustee Council

Williams informed the Board that SOLS has merged with OLS-N and the organisation is now known as OLS – Ontario Library Service.

8. Other Business

None

9. Member Announcements:

9.1 Public Library Association Panel

Williams informed the Board that he is participating in the Public Library Association Directors Panel. A link to view the discussion has been provided to the Board.

10. Next Meeting Date:

The next meeting will be held on Wednesday, 16th June, 2021 at 7:00 pm.

14. Adjournment:

Sarah Marshall moved to adjourn the meeting at 9:03 pm. – carried.

Signed: _____

Sarah Marshall, Chair
Milton Public Library Board

Signed: _____

Mark Williams, Chief Librarian
Milton Public Library Board