

Regular Meeting of the Milton Public Library Board
Wednesday, 17th June 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, Matthew Fabian, Paul Hubahib, Margaret Warmels, Councillor Sameera Ali, Councillor Kristina Tesser Derksen

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

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

1. Introduction & Welcome of new Board Member: Paul Hubahib

Paul Hubahib introduced himself to the MPL Board.

2. Approval of Agenda

That the Milton Public Library Board approve the Agenda of 17th June 2020

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

3. Declaration of Interest: None declared.

4. Closed Session for Confidential Items

It was Moved by *Councillor Sameera Ali*, **Seconded by** *Omer Amin*, **to move into the Confidential Session at 7:03 pm. Carried**

It was Moved by *Margaret Warmels*, **Seconded by** *Matthew Fabian*, **to move out of the Confidential Session at 8:11 pm. Carried**

5. Consent Agenda

5.1 Approval of the Minutes of 20th May, 2020

5.2 Correspondence (none)

5.3 Accounts (Operating & Capital) for May

5.4 Staff Reports

i. Curbside Collection Update

Williams updated the Board on the launch and continued success of Curbside Collection.

Motion #20-1722

That the Milton Public Library Board approve the Consent Agenda for 17th June, 2020.

Moved by *Matthew Fabian*, **Seconded by** *Paul Hubahib*, **Carried**

6. Information Items:

6.1 Milton Women of Influence: 103.1 myFM

Williams informed the Board that MPL's Community-Led Librarian, Emily Thompson, has been selected as one of 103.1myFM's Milton Women of Influence.

7. Decision Items

7.1 2019 Draft Annual Report

Williams presented the 2019 Draft Annual Report to the Board, noting that this is the first year that the report has been produced completely in-house. Once approved, it will form part of the Town Council package for their meeting on 20th July, 2020.

Motion #20-1723

That the Milton Public Library Board approve the "2019 Draft Annual Report"

And

That the report be forwarded to the Town Clerk to form part of the Council package for July 20th, 2020

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

7.2 Mission Statement Policy

Williams presented the Mission Statement Policy to the Board for re-approval. No changes are recommended at this time.

Motion #20-1724

That the Milton Public Library Board approve the "Mission Statement Policy"

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

7.3 Retirement Recognition Policy

Montesano presented the Retirement Recognition Policy as part of the Board policy approval schedule. No changes are recommended at this time.

Motion #20-1725

That the Milton Public Library Board approve the “Retirement Recognition Policy”

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

7.4 Employee Code of Conduct Policy

Montesano presented the Employee Code of Conduct Policy as part of the Board policy approval schedule. After review, no changes are recommended at this time.

Motion #20-1726

That the Milton Public Library Board approve the “Employee Code of Conduct Policy”

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

7.5 Accommodation Policy

Montesano presented the Accommodation Policy as part of the Board policy approval schedule. No content changes are recommended; however, the email address has been updated.

Motion #20-1727

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

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

8. Reports and Updates

8.1 Chief Librarian’s Monthly Report

Williams highlighted some key items from the last month:

- Successful start to Curbside Collection with kudos to Lee Puddephatt, Manager, Public Service and Kanta Kapoor, Manager, Support Services, for ensuring a smooth launch
- The 2019 Financial Audit has been completed successfully but the timeline for presentation to Council has been pushed back to late summer/early fall
- The MPL e-newsletter is now being delivered to in excess of 35,000 patrons
- Virtual programming will continue, noting the success of the Social Distance Book Club
- Partnerships continuing online as well including Arabic Storytimes with MCRC and Paws to Read with Therapeutic Paws of Canada

- Emily Thompson, Community-Led Librarian hosted an online session for newcomers, in partnership with MCRC
- Access to MPL’s e-resources is continuing to grow exponentially
- A grant application has been submitted to the Canada Post Community Foundation which, if successful, would enable MPL to present every child born at Milton District Hospital with a library card and books and materials to support pre-literacy skills development
- MPL’s librarians are continuing to update and improve their skills while working from home

8.2 Council Update

Councillor Kristina Tesser Derksen reported on Town Council activities for May and early June.

8.3 HR Committee: No Report

8.4 Board Advocacy Committee: No Report

8.5 SOLS Trustee Council: No Report

9. Other Business

9.1 Updated Electronic Communications

Williams announced that MPL has secured “beinspired.ca” as the new domain address and all staff emails and the website URL are being migrated.

9.2 Chamber of Commerce Scholarship Committee

Williams informed the Board that he has been participating the in the Milton Chamber of Commerce Scholarship Committee. Award announcements will be made in the fall.

10. Member Announcements:

None

11. Next Meeting Date:

The next meeting will be held on Wednesday, 23rd September, 2020 at 7:00 pm

11. Adjournment:

Sarah Marshall moved to adjourn the meeting at 8:51 pm. – carried.

Signed: _____
Sarah Marshall, Chair
Milton Public Library Board

Signed: _____
Mark Williams, Chief Librarian
Milton Public Library Board