

Regular Meeting of the Milton Public Library Board  
Wednesday, 20<sup>th</sup> May 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, 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 **7:04** p.m.

**1. Approval of Agenda**

**That the Milton Public Library Board approve the Agenda of 20<sup>th</sup> May 2020**

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

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

**3. Closed Session for Confidential Items**

**It was Moved by *Margaret Warmels*, Seconded by *Omer Amin*, to move into the Confidential Session at 7:05 pm. Carried**

**It was Moved by *Omer Amin*, Seconded by *Matthew Fabian*, to move out of the Confidential Session at 8:10 pm. Carried**

**4. Consent Agenda**

**4.1 Approval of the Minutes of 22<sup>nd</sup> April, 2020**

**4.2 Correspondence (none)**

**4.3 Accounts (Operating & Capital) for April**

Williams informed the Board that the focus of spending for the capital budget for library materials, at least in the short term, will be on purchasing multiple copies of popular materials (and less of a browsable collection), in order to better facilitate curbside collection.

**Motion #20-1716**

**That the Milton Public Library Board approve the Consent Agenda for 20<sup>th</sup> May, 2020.**

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

**5. Information Items:**

**5.1 Summer Newsletter**

Williams provided the Board with a .pdf copy of the Summer e-newsletter. The newsletter has been emailed to over 35,000 patrons.

**6. Decision Items**

**6.1 Working from Home Policy recommendation**

Montesano presented the updated and recommended “Working from Home Policy” to the Board.

**Motion #20-1717**

**That the Milton Public Library Board approve the “Working from Home Policy”**

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

**6.2 Public Internet Access Policy recommendation**

Hook presented the updated “Public Internet Access Policy” to the Board. This policy is posted near the public computers in all the branches for patrons to view, as well as being presented for acceptance each and every time a patron logs on to a public computer.

**Motion #20-1718**

**That the Milton Public Library Board approve the “Public Internet Access Policy”**

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

**6.3 Collection Management Policy recommendation**

Williams presented the updated “Collection Management Policy” to the Board.

**Motion #20-1719**

**That the Milton Public Library Board approve the “Collection Management Policy”**

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

**6.4 HR Policy Review recommendation**

Montesano presented the following HR Policies to the Board for review:

- (i) Hiring
- (ii) Probation and Evaluation Periods
- (iii) Vulnerable Sector Screening
- (iv) Hours of Work

These policies have each been reviewed and there are no recommended changes at this time.

**Motion #20-1720**

**That the Milton Public Library Board approve the following renewed HR Policies:**

- “(i) Hiring**
- (ii) Probation and Evaluation Periods**
- (iii) Vulnerable Sector Screening, and**
- (iv) Hours of Work”**

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

**7. Reports and Updates**

**7.1 Chief Librarian’s Monthly Report**

Williams highlighted some key items from the last month:

- Management and staff have excelled in providing library service in the virtual realm
- Weekly meetings with CULC chief librarians
- Thrice weekly meetings with managers ensures continuing library service
- Virtual activities include the Social Distance BookClub with the following upcoming high-profile authors: Iliza Shlesinger and Jann Arden
- Further development of the Mobile Library app to be used for Curbside pickup
- An EBSCO award has been applied for to acknowledge the rebranding
- E-newsletter had a 40% open rate with an 875% increase in e-newsletter subscribers since March 2019

- Staff developed 81 programmes for MPL’s YouTube Channel resulting in nearly 3,000 views
- Staff facilitated the registration of teen programmes through the MPL Zoom channel: 135 teens participated in 12 programmes
- 26 Adult programmes resulted in over 800 participants
- MCRC partnership continues with Arabic Storytime on weekly Facebook videos
- New app purchased for use with the Summer Reading BookClub for kids: Bean Stalk
- Applied for a new grant from Canada Post: “Special Delivery” for patients in hospitals

## **7.2 Council Update**

Councillor Sameera Ali reported on Town Council activities for April and early May.

**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 Documents from SOLS Meeting 18<sup>th</sup> April 2020**

Williams announced that the documents from the SOLS meeting are now available for review in the online Board Portal.

## **9. Member Announcements:**

Councillor Tesser Derksen announced that the Milton Farmers Market will be opening on Saturday, 23<sup>rd</sup> May at Country Heritage Park. Social distancing procedures are to be implemented.

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

The next meeting will be held on Wednesday, 17<sup>th</sup> June, 2020 at 7:00 pm

## **11. Adjournment:**

*Sarah Marshall* moved to adjourn the meeting at 8:52 pm. – carried.

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

Sarah Marshall, Chair  
Milton Public Library Board

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

Mark Williams, Chief Librarian  
Milton Public Library Board