

MIDLAND PUBLIC LIBRARY BOARD MEETING

DATE: August 27, 2009

LOCATION: Midland Public Library Boardroom

PRESENT: A. Campbell, V. Barycky, G.A. Walker, B. Desroches, V. Nihill, P. File,

REGRETS: J. LeFebvre, C. Moore, J. Swick, R. Hackney

GUEST: Freda Kemp, Fundraiser

STAFF: G. Griffith, Recording Secretary, B. Molesworth, CEO

ITEM #	ISSUE	ACTION
1.	Call to Order G.A. Walker called the meeting to order at 7:02 p.m.	
2.	Approval of the agenda Moved by: B. Desroches Seconded by: V. Barycky That the agenda be approved as circulated.	CARRIED
3.	Approval of the minutes of the previous meeting Moved by: V. Nihill Seconded by: B. Desroches That the minutes of the Board meeting held on June 11, 2009 be approved.	CARRIED
4.	Business arising from the minutes 4.1 Freda Kemp – Fundraising G.A. Walker asked F. Kemp to begin her report. F. Kemp distributed copies of the updated fundraising plan. Several government grant applications have been submitted. The Community Adjustment Fund, a federal grant, was supposed to have a quick response timeframe, but we haven't heard anything yet. MP, Bruce Stanton, who has been working on our behalf, has said that there were more applications than expected. We also have an application in for the Provincial Infrastructure Stimulus Fund. We have asked for \$1.6 million. Because of the delay in hearing from these groups, F. Kemp sent the application in for the provincial REDS grant. The sheet F. Kemp handed out showed several	

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4.	<p>Business arising from the minutes - continued</p> <p>grant/fundraising scenarios. The Fundraising Committee has been hesitant to begin the corporate campaign due to the unknowns surrounding the grant applications. B. Molesworth will be speaking with MPP, Garfield Dunlop next week to enlist his aid in putting our case forward for the Provincial grants. He also pointed out that F. Kemp had done a lot of research in the employment area to make sure we met the criteria for the Community Adjustment Fund. It was a very detailed application. B. Molesworth and F. Kemp went to the Township of Tiny and asked them to contribute \$100,000.00 which the Township will put into their budget discussions this fall. There have been two meetings of the Fundraising Committee. F. Kemp distributed copies of the Fundraising brochure/kit that members of the Committee will be using to approach potential donors. Each member of the Committee has agreed to do 10 “asks”. She walked the Board through the Kit, highlighting the naming opportunities available to donors. The Committee will target certain people or organizations with certain naming opportunities. F. Kemp suggested that the Board possibly look at one “property” to support. She also offered to provide individual Board members with Kits if they would like to approach individuals themselves, but to let her know who they would be approaching so that duplication was avoided. Areas designated would have a recognition plaque, while rooms would be named. Recognition amounts shown do not reflect the cost of the area or item, it’s just what will be named. F. Kemp acknowledged that it had been a bit of a slow start due to the unknowns about the grant applications but that the Fall is prime time for fundraising. P. File asked if groups had already been identified for various areas as she is planning to host a dinner to gain support for the Parent’s area. F. Kemp said they did have certain groups in mind but that she would set aside the Parent’s area for P. File’s initiative. F. Kemp also clarified that groups, such as the Board, could make a pledge to support an area over 5 years. G.A. Walker thanked F. Kemp for her report.</p>	

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4.	<p data-bbox="193 575 807 607">Business arising from the minutes - continued</p> <p data-bbox="280 647 635 678">4.2 ILS selection/RFID</p> <p data-bbox="373 685 1273 1037">B. Molesworth reviewed the selection of our new ILS, AgentVerso, which provides circulation, cataloguing and other main Library functions. This company is targeting customers leaving our current vendor, SirsiDynix. SirsiDynix has recently informed us that there will be a charge to release our bibliographic records to a 3rd party. Communication with them is ongoing. Quotes for an RFID (radio-frequency identification) system, which provides self-check out and security, range between \$130,000.00 and \$160,000.00. The low bidder may not be the best. We have had reports from a Library that uses them that have cast some doubt. 3M appears to have the best reputation.</p> <p data-bbox="280 1077 927 1108">4.3 IFOA – International Festival of Authors</p> <p data-bbox="373 1115 1278 1536">B. Molesworth distributed a list of authors and the dates and times they will be reading. The event runs from Sunday, November 1, 2009 to Tuesday, November 3, 2009. Tickets will be \$10.00 per event and will be on sale at the Library, on our website, and through the IFOA website. It will be a tri-city festival, with three events in Midland, one in Barrie and one in Orillia. It's quite a different format from our author series but there will be more variety. There is also a school component to the Festival so B. Molesworth has been in touch with the schools and teacher-librarians. V. Nihill asked if we will be serving refreshments. B. Molesworth said yes, we would. It is expensive, but it lends a social aspect to the event that is important. P. File asked if Coles could be asked to contribute a portion of their sales. B. Molesworth will ask.</p> <p data-bbox="280 1576 847 1608">4.4 Policies – Training for Accessibility</p> <p data-bbox="373 1615 1278 1856">The Province of Ontario's Accessibility for Ontarians With Disabilities Act, which will make the Province accessible by 2025, is using a series of phased in accessibility standards that are rules that organizations will have to follow. The first standard for customer service is now law. As a result, all staff of the Town of Midland will attend a three hour training session with Suzanne Beatty. These will be scheduled to be completed before January 1, 2010.</p>	

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4.	<p>Business arising from the minutes - continued</p> <p>4.5 Personnel – Alexandra Fortier B. Molesworth informed the Board that a candidate has been hired to fill the new part-time Reference position. Alexandra Fortier started on July 21, 2009 and is working out well.</p>	CARRIED
5.	<p>Approval of the accounts</p> <p>Moved by: A. Campbell Seconded by: B. Desroches That the accounts for the months of June & July 2009 totalling \$627,657.67 & \$552,640.38, respectively, be approved.</p>	
6.	<p>Reports of Board Committees</p> <p>6.1 Finance Committee A. Campbell distributed the Library Financial Statement for the seven months ending July 31, 2009. For this time of the year, we should be at around 58% spent, which is pretty much where we are. Referring to the Library Expansion Revenue Section of the Capital budget, P. File questioned whether a projected fundraising amount was included. B. Molesworth stated that it was not. The possible amount from a private donor is there, plus the donation from Atlas Block, the Architect and Trillium. V. Nihill asked how long F. Kemp would be working for us. F. Kemp is on contract for one year. V. Nihill wondered who would take over the fundraising, as some donations would be commitments over 5 years. B. Molesworth responded that Staff would likely follow through and issue receipts and letters of thanks.</p> <p>6.2 Fundraising Committee This report was discussed under 4.1 with F. Kemp. A question was raised as to whether there would be a kick-off campaign. The answer was yes, but not until after the corporate campaign is finished.</p>	

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6.	<p>Reports of Board Committees - continued</p> <p>6.3 Building Committee – Progress/Schedule B. Molesworth reported that the construction project is still close to the revised schedule. Pouring of concrete has begun on the first and second floors and insulation has been put down on the lower level. There will be two closures, one when we move everything from the old building into the expansion and the second will be for three weeks in May after the refurbishing of the old building has been completed, when we'll setup the new Circulation desk and install the new RFID security system, The temporary fire exit that was installed at the front of the building will be moved around to the Elizabeth Street side of the expansion to allow for two fire exits from each floor.</p> <p>6.4 Report from the Friends of the Midland Public Library B. Molesworth reported that approximately \$8,500.00 was raised from the Library Garden Tour. Five hundred of that is to be paid back to the Friends who provided the start up fund. Other expenses, less than \$400.00, have been paid. The Committee has already started to plan for next year and a number of the gardens have already been selected. We haven't received the money yet, but there will be a presentation.</p>	
7.	<p>New business</p> <p>7.1 Pay Equity B. Molesworth has been attending meetings at the Town Office as a member of the Pay Equity Committee. The process is ongoing. The Town's Pay Equity Plan hasn't been reviewed in 20 years.</p> <p>7.2 Budget 2010 B. Molesworth distributed a revised copy of the proposed 2010 Operating budget. The total increase overall is 11%. This does not include, at the Town's request, any requests for new Staff. P. File pointed out that Council's guideline is for only a 1% increase. B. Molesworth stated that when you expand a building you have to be able to heat it, light it and staff it. We haven't expanded the book budget in three years. People will be coming into the new facility expecting an expanded collection.</p>	

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7.	<p>New business - continued</p> <p>The Library is asking for three new part-time positions. They are: Janitorial – 20 hours, Circulation assistant – 17 hours and a Programming position – 28 hours. The total cost of the three positions is \$47,000.00. When put into the overall Operating Budget, the increase is 18%. P. File asked if the Computer Service Agreement amount of \$23,00.00 could be spread over two years. B. Molesworth said no, that we have been paying an annual fee for our current ILS and the new amount reflects the service agreement cost of the new ILS plus the RFID security system. He explained the reasons for the RFID in the Background section of his Staff Report recommending new staff positions. A question was asked about the cost of increases due to Pay Equity. B. Molesworth stated that any related costs will have to be dealt with by the Town. B. Molesworth also recommends the recruitment of a co-op student from Georgian College to assist A. Aneroussos with the setup and installation of all the new computers we will be purchasing. It would be for one semester at an hourly rate of \$15.00. The total cost would be \$8,400.00. B. Molesworth has a budget meeting scheduled with C.A.O., T. Walker and Treasurer, S. Gignac for September. He asked the Board for their agreement to present this proposed Operating Budget to them. The Board agreed.</p> <p>7.3 Writers' Trust Workshop</p> <p>B. Molesworth informed the Board that we have been approached by the Writer's Trust to hold a workshop here. Local author, Douglas Hunter, has already agreed to be involved. B. Molesworth did inform them that we wouldn't be in a position to host this event until after June 2010.</p>	

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8.	Information	
	8.1 Chief Librarian's Report Adopted as circulated.	
9.	Adjournment	
	Moved by: V. Nihill That the meeting be adjourned at 8:17 p.m.	
		
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	Chairman of the Board	
		
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	Chief Librarian	