

MIDLAND PUBLIC LIBRARY BOARD MEETING

DATE: August 28, 2008

LOCATION: Midland Public Library Boardroom

PRESENT: A. Campbell, V. Barycky, G.A. Walker, B. Desroches, J. Swick, J. LeFebvre, C. Moore, V. Nihill

REGRETS: P. File

GUEST:

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

ITEM #	ISSUE	ACTION
1.	Call to Order G.A. Walker called the meeting to order at 7:00 p.m.	
2.	Approval of the agenda Moved by: J. LeFebvre Seconded by: V. Barycky That the agenda be approved, as circulated.	CARRIED
3.	Approval of the minutes of the previous meetings of June 12 and August 5, 2008. Moved by: J. Swick Seconded by: B. Desroches That the minutes of the Board meeting held on June 12, 2008 be approved. Moved by: A. Campbell Seconded by: V. Nihill That the minutes of the Special Building Committee/Board meeting held on August 5, 2008 be approved.	CARRIED CARRIED
	<u>Demonstration of proposed Web Site</u> B. Molesworth explained the reason for the new website and the possibilities of Web 2.0 or Library 2.0 and introduced A. Aneroussos, the Library's IT Technician. A. Aneroussos proceeded to demonstrate the functionality of the new site and highlighted its interactivity. We hope to launch it some time this fall. The interactive aspects of the site will be phased-in overtime. C. Moore asked if the site would be monitored for any inappropriate postings. B. Molesworth responded in the affirmative. A great deal of time and effort has been spent on this project. Board members were pleased and G.A. Walker congratulated A. Aneroussos for all his efforts.	

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4.	<p>Business arising from the minutes</p> <p>4.1 Reading Series – Report B. Molesworth reported on this year’s Reading Series. We averaged between 25 and 27 people per evening and for the afternoon poetry session. Considering none of the authors are well known, the turn out was quite good. Although we did not break even, B. Molesworth made contact with a publicist and, through one of the authors, got some names for next year. He went on to say that he feels the event is worthwhile and that we should continue next year.</p> <p>4.2 ILS/RFID B. Molesworth distributed a spreadsheet listing various vendors’ software with comparative prices for a new ILS (Integrated Library System) and RFID (Radio Frequency Identifier) along with SIP (Standard Identification Protocol). The ILS software called Symphony is the new software that SirsiDynix is now marketing that replaces Horizon, the software we currently run. The company has gone through many changes and their level of response to customers has been lacking. Three of the vendors offer pretty much the same functionality but pricing for one of them, called Millennium, came in at almost 50% more than the others in the same class. There are also two “Open Source” systems that we’re looking at that are available through the Internet, for a sign-up fee, that you can take and manipulate to build your own system. These appear to be less expensive but there is a concern about how much staff time they would take to get them set up. Some of the pricing includes certain special functions like Serials and Acquisitions management. SIP allows your ILS to communicate with other software and recognizes people’s Library card numbers. Representatives from 3M met with us twice to tell us about their RFID system and to give us a quote. An electronic tag is placed in each book that emits a signal. This device is used to check out multiple books in a pile just by placing them on a special plate that is inset in the desk, as well as acting as a security tag. When people exit through gates with material that is not checked out an alarm will sound. The system also features self check-out and inventory</p>	

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4.	<p>Business arising from the minutes – continued</p> <p>capabilities. The price for all these features is \$94,000.00. J. Swick asked if SirsiDynix is still supporting our current Horizon software. B. Molesworth stated that they are, for another few years, but that he would like to get this new system in place for the opening of the expanded building so that Staff don't have to go through another big change, again, in a couple of years. B. Molesworth will talk to the Town about budgeting for this.</p> <p>4.3 Letter to Weber Foundation There was nothing to report on this as there hasn't been a response.</p>	
5.	<p>Approval of the accounts</p> <p>A. Campbell explained some of the expenditures for June and July 2008.</p> <p>Moved by: A. Campbell Seconded by: V. Nihill That the accounts for the months of June and July 2008 totalling \$32,965.00 and \$114,672.58, respectively, be approved.</p>	CARRIED
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, 2008. We are still about where we should be for this time of the year.</p> <p>6.2 Fundraising Committee – Capital Campaign B. Molesworth informed the Board that Town of Midland Treasurer, S. Gignac had found money to make up the additional 5% contingency fund amount. The architect had included GST in his calculations which municipalities do not have to pay. However, this doesn't account for the potential loss of some revenue from the Weber Foundation. S. Gignac also told B. Molesworth that she had information that said in the first six</p>	

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6.	<p>Reports of Board Committees – continued</p> <p>months of the year construction costs had gone up by 10%. As a result, we need to fundraise to cover any extra expenses that might come up. B. Molesworth has been approached by a Library member, Jennifer Abel, who has experience in fundraising and public relations, with an offer to help. G.A. Walker suggested that B. Molesworth invite her to the next Board meeting so that the Board has a chance to ask questions of her about her experience. B. Molesworth also spoke with Rod Lavery a SOLS fundraiser. He said that people want to be asked to contribute in some way to their Library. V. Nihill commented that you need to come up with a unique idea, which isn't easy. A. Campbell suggested that the public be asked to donate the price of a book toward the building fund. GA. Walker reminded the Board of the idea of publishing a catalogue of items that we need so that individuals and groups can contribute toward a specific area or item. It was agreed that the timing could be good since other major capital campaigns, like the hospital's, have finished.</p> <p>6.3 Building Committee – Contingency Fund – Schedule – construction, re-shelving and storage The contingency fund issue was discussed under the Fundraising Committee report.</p> <p><u>Schedule – construction, re-shelving and storage</u></p> <p>The next meeting with Architect, J. Knibb will be on September 10, 2008 to give final approval for the construction drawings and contract. J. Knibb will then put the drawings out for tender and will meet with interested contractors.</p> <p>The delivery of the shelving, B. Molesworth ordered for the move of the fiction collection, has been delayed. It now should arrive around the middle of September. We should be able to move the fiction before the tenders close. Storage space for material and equipment currently housed in the fiction room basement will need to be found. B. Molesworth suggested an off-site storage unit that costs \$115.00 a month for a 10 x 20 space. The Board agreed.</p>	

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6.	<p>Reports of Board committees – continued</p> <p>B. Molesworth asked the Board to consider cancelling the September 25, 2008 Board meeting since there will be a meeting on either September 30th or October 1st to open the tenders. The Board could have a short meeting after the tender process is complete. The Board agreed.</p> <p>6.4 Report from the Friends</p> <p>B. Molesworth distributed a poster, designed by A. Aneroussos, advertising the upcoming fundraiser with Kimberley Seldon. So far, 10 stores have expressed an interest in participating in the event. They will each pay \$100.00 for their booths. D. Glynn is working on setting up an interview with K. Seldon to run in the Free Press. There will be one hour for the exhibits and then a presentation by Leigh-Ann Allaire Perrault and then Kimberley Seldon. 500 tickets will be printed at \$30.00 each. G.A. Walker asked for volunteers to take tickets at the door and to handle the door prizes. Participating businesses hopefully will supply the door prizes. V. Barycky and J. LeFebvre volunteered.</p> <p>The local stores that are involved may sell tickets and, if they wish, Board members could also. B. Molesworth said the new website software has a module for selling tickets on-line, however, it would mean that the website would have to be launched soon. He will check with A. Aneroussos. Board members suggested several avenues for advertising the event. Canadian Living magazine has an upcoming events in Ontario column. V. Nihill will contact them. K. Seldon is also connected to the magazine “Style at Home”. Rogers, the community cable channel, might run something for us. There are a couple of local publications, House & Home and On the Bay, which is out of the Collingwood area, that could be approached and the Galaxy Theatre runs some local ads before movies.</p>	

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7.	<p>New business</p> <p style="padding-left: 40px;">7.1 Draft Budget 2009</p> <p><u>Capital Budget</u> B. Molesworth distributed a proposed Five Year capital budget that incorporates the expansion budget with the usual capital budget. B. Molesworth explained the figures to everyone and noted that Town Treasurer, S. Gignac provided us with the figures and the breakdown, so we will not be making any changes to this document. She has tried to keep the net tax support about the same over the next 5 years.</p> <p><u>Operating Budget</u> B. Molesworth distributed the proposed 2009 Operating Budget.</p> <p><u>Revenue</u> There is not much change here. There were small increases made to the Local Municipalities line that reflects the increase in non-resident fees and to Document Recoveries that reflects new charges for colour copying and increased faxing services.</p> <p><u>Payroll</u> B. Molesworth distributed a Staff Report that will go forward to the Town justifying the request for two additional part-time positions. One position will be a Reference Assistant position, proposed at 28 hours per week and the other is a 17 hour Circulation Desk position. B. Molesworth described the increased workload the current Staff are experiencing. He noted that it is very difficult to convey just how much the Staff does here. The increase to the payroll, with pension benefits, in the first year will be \$47,800.00. The Board agreed with the justification for more Staff.</p> <p>Moving on to the other Expense lines, C. Moore asked for an explanation for the increase in the Mileage line. B. Molesworth stated that, because we will no longer be clearing a parking lot of snow, the Ground Maintenance line was reduced by \$2,000.00, but we will now be paying for Staff parking permits, so the line now named Mileage will be changed to reflect Mileage and Parking Permits. B. Molesworth will ask the Town Staff to rename this line.</p>	

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7.	<p>New Business - continued</p> <p><u>Collections</u> B. Molesworth explained that the new Electronic Resources line has been increased. Some items this year were wrongly attributed to the Books-Reference line so it looks like we are overspending in that line and under spending in the Electronic Resources line. The other Books lines in the proposed budget, with the exception of Reference, will stay the same for 2009 since we won't have any space.</p> <p>B. Molesworth will be meeting with Town Treasurer, S. Gignac and C.A.O., T. Walker and will get their reaction to the proposed increases.</p> <p>G.A. Walker asked for a motion.</p> <p>Moved by: A. Campbell Seconded by: J. Swick That the Board approves the Draft of the 2009 Operating Budget and 2009 Capital Budget.</p> <p>7.2 Sod Turning B. Molesworth spoke to the Board about dignitaries to be invited to the sod turning. Someone from the Province will be invited, along with the Mayor and Mr. Weber. B. Molesworth will speak with J. Knibb at the next meeting about a date for the event. It was agreed that there should be refreshments served.</p>	CARRIED
8.	<p>Information</p> <p>8.1 Chief Librarian's Report B. Molesworth informed the Board about a recent Staff change. Joshua Quinlan has left us to go to University and Teresa Mebus has been hired to replace him.</p>	

