

**MIDLAND PUBLIC LIBRARY BOARD MEETING**

**DATE:** April 10, 2008

**LOCATION:** Midland Public Library Boardroom

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

**REGRETS:** P. File

**GUEST:**

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

<b>ITEM #</b>	<b>ISSUE</b>	<b>ACTION</b>
1.	<p><b>Call to Order</b></p> <p>G.A. Walker called the meeting to order at 7:00 p.m.</p> <p><b>1.1 Welcome New Board Member</b> G.A. Walker welcomed Vera Barycky to the Board. Ms. Barycky is representing the Township of Tiny.</p>	
2.	<p><b>Approval of the agenda</b></p> <p>Moved by: C. Moore Seconded by: J. Lefebvre That the Agenda be approved as circulated.</p>	<b>CARRIED</b>
3.	<p><b>Approval of the minutes of the previous meeting</b></p> <p>Moved by: B. Desroches Seconded by: J. Swick That the minutes of the Board meeting held on <b>March 13, 2008</b> be approved.</p>	<b>CARRIED</b>
4.	<p><b>Business arising from the minutes</b></p> <p><b>4.1 Pay Phone</b> B. Molesworth approached the Chamber of Commerce, the BIA and the Town of Midland about the possibility of one of them paying to have a pay phone installed in the downtown area near the Library. All of them thought it was a good idea but none of them was willing to commit to the cost. The Library can't afford the installation, at this time, or the ongoing monthly fee of \$50.00, so the idea has been shelved for the time being.</p>	

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4.	<p><b>Business arising from the minutes - continued</b></p> <p><b>4.2 Wireless Access</b> B. Molesworth reported that there has been a delay at the County in launching the new wireless service. They are still trying to come up with a way to limit the amount of time any one person can have in a session and/or limit the size of downloads. G. Hall, Director of the County Library said she would let us know as soon as she knew more.</p>	
5.	<p><b>Approval of the accounts</b></p> <p>Moved by: A. Campbell Seconded by: B. Desroches That the accounts for the month of <b>March 2008</b> totalling <b>\$20,811.85</b> be approved.</p>	<b>CARRIED</b>
6.	<p><b>Reports of Board Committees</b></p> <p><b>6.1 Finance Committee – New Members</b> A. Campbell distributed the Library Financial Statement for the Three Months Ending March 31, 2009. B. Molesworth noted that the provincial Ministry grant arrived late in March and so does not appear on this statement. It will be entered in the April financials. A. Campbell explained that some of the lines in the budget are noted as half spent or more, which is the case with insurance. Some items, like Insurance, Equipment Lease and Book Processing are paid out once or twice a year and some of these have already been paid. A couple of budget lines are high because certain expenditures were attributed to the wrong line. B. Molesworth is working with the Town Office to have these corrected.</p> <p><u>Capital Budget</u> A. Campbell distributed a new Five Year Capital 2008 Budget document. Town of Midland Treasurer, S. Gignac produced this updated financial statement which reflects the receipt of the Provincial infrastructure grant. \$800,000.00 of this money has been put into the 2008 budget to be spent on preliminary preparation for the expansion. The balance of the grant has been put into a Facility Reserve. C. Moore asked if the grant was in an interest bearing account and if there had been a cost over run built into the cost projection. B. Molesworth responded in the affirmative to both questions.</p>	

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<b>6.</b>	<p><b>Reports of Board Committees - continued</b></p> <p><u>New Members</u> B. Molesworth raised the issue again of more Board members joining A. Campbell and J. Swick on the Finance Committee. There will be a heavier commitment because of the Town's new financial schedule which moves the whole budget process forward by three months. This Committee will also have the responsibility for budgeting for enhanced staffing to prepare for the expanded facility. No one volunteered, so B. Molesworth asked the Board members to call him if they are interested.</p> <p><b>6.2 Fundraising Committee</b> No report.</p> <p><b>6.3 Building Committee</b> B. Molesworth reported that the Committee met with J. Knibb, our Architect, last Thursday. Some minor changes have been made to the original layout, mostly in office space, like the Technical Services/Processing area on the lower level and the placement of an office on the second floor. J. Knibb will be away for a month but will have another member of his firm start work on the construction drawings. He, along with the firm's mechanical specialist, will be coming up for a visit on Monday, April 14 to familiarize themselves with the building and look at the existing mechanical. The elevator room, that holds the mechanical/electrical works for the elevator, has to be moved as it is under the Fiction Room which has to be removed to make way for the expansion. The elevator company, that handles maintenance of same, will do the work. It will be moved into the Study Room. There are a number of alterations that have to be made to meet safety requirements. The light fixtures have to be raised three inches and a wall will be built blocking access to all but authorized personnel. The approximate cost is \$22,000.00. B. Molesworth also explained that once the drawings are completed, J. Knibb will draw up a contract for tendering purposes. Once the contract is let we do not want to make changes if we don't have to. Invoices will come to B. Molesworth for approval and then be sent to the Town Office for payment. If we find it necessary to make changes, a "change order" is taken back to the Board</p>	

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<b>6.</b>	<p><b>Report of Board Committees - continued</b></p> <p>for their approval and then to the Town. any change usually means increased expenditure. Doug Baker, the Town of Midland Engineer was approached about any involvement he might want to have in the expansion process. He suggested that he would like to be kept informed and would attend meetings as needed. Hopefully shovels will be in the ground by August 18, 2008.</p> <p>B. Molesworth has spoken with the Town of Midland By-law officer about Staff parking. He doesn't foresee any problem with providing spaces for us. The Building Committee also revisited the "Family Washroom" request in relation to the expansion. It was agreed that the two washrooms we currently have, which meet the requirements for privacy, be considered family washrooms but not be designated as such. The new washrooms in the Children's Department are also single use and wheelchair accessible.</p> <p><b>6.4 Report from the Friends of the Midland Public Library</b> The friends met a week ago and still have not decided if they are going to expand the November fundraiser, featuring Kimberley Seldon, into the Saturday. Another meeting will be held next Tuesday to make a final decision. They are committed to the primary presentation.</p>	
<b>7.</b>	<p><b>New business</b></p> <p><b>7.1 Video Surveillance</b> B. Molesworth and A. Aneroussos have been reviewing the current video surveillance system we have in place. It is just an observation system with a monitor that sits above the main door. This monitor is currently not working, so the system is useless. A meeting was arranged with Chief of Police, Paul Hamelin, to look at the police department's system. It takes pictures of people's faces and records them to a computer system. The police came here and identified twenty different locations where cameras could be placed. There may not be a need for quite that many, but even ten, with computer and software, would cost about \$10,00.00. A. Aneroussos has determined that the broken monitor could probably be replaced for around \$200.00, so, the question is, do</p>	

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7.	<p><b>New business - continued</b></p> <p>we try to phase in a new system now, or try to put it in with the expansion? With the current system, Staff can't really recognize faces but they are able to see if anything looks amiss. So far, there have not been any serious reported incidents. The Staff in Reference and the Children's Department do have panic buttons they can use. After some discussion, it was agreed that, for the time being, the monitor be replaced, but when the new wiring is being installed for the expansion, we look at the issue again.</p>	
8.	<p><b>Information</b></p> <p><b>8.1 Chief Librarian's Report</b> G.A. Walker commented that circulation may have been down in March due to bad weather. The Birds of Prey demonstration was a great success.</p> <p>B. Molesworth is writing a letter to the Ministry of Public Infrastructure Renewal informing them that we will be inviting them to send a representative to the ground breaking when we have a date.</p>	
9.	<p><b>Adjournment</b></p> <p>Moved by: J. Swick That the meeting be adjourned at 7:38 p.m.</p>  <div style="display: flex; justify-content: space-around;"><div style="text-align: center;"> <hr style="width: 200px; margin: 0 auto;"/><b>Chairman of the Board</b></div><div style="text-align: center;"> <hr style="width: 200px; margin: 0 auto;"/><b>Chief Librarian</b></div></div>	