

MIDLAND PUBLIC LIBRARY BOARD MEETING

DATE: March 13, 2008

LOCATION: Midland Public Library Boardroom

PRESENT: A. Campbell, V. Nihill, G.A. Walker, B. Desroches, J. Swick

REGRETS: P. File, J. LeFebvre, C. Moore

GUEST:

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

ITEM #	ISSUE	ACTION
1.	Call to Order G.A. Walker called the meeting to order at 7:08 p.m.	
2.	Approval of the agenda Additions: 6. Reports of Board Committees 6.1.1 Town Financial Policy Moved by: A. Campbell Seconded by: V. Nihill That the agenda be approved as amended.	CARRIED
3.	Approval of the minutes of the previous meeting P. File, who is unable to attend this Board meeting, asked in an e-mail that there be a small amendment to the Minutes. Under 7.2, Board Transparency, P. File was noted as saying “there was some concern about the number of meetings that are held “in camera”. She would like the Minutes to be clear that she was not referring to the Library in this regard, but that there was a general concern about “in camera” meetings on the part of the provincial government which has come up with a new law about how these meetings are held. She suggested that it would be good for the Library Board to include guidelines in a Library Board transparency policy. Moved by: B. Desroches Seconded by: V. Nihill That the minutes of the Board meeting held on February 14, 2008 be approved, as amended.	CARRIED

MIDLAND PUBLIC LIBRARY BOARD MEETING

DATE: March 13, 2008

LOCATION: Midland Public Library Boardroom

ITEM #	ISSUE	ACTION
4.	<p>Business arising from the minutes</p> <p>4.1 Wireless Policies B. Molesworth informed the Board that the antennae for the Wireless Internet have been installed. He attended a meeting at the County of Simcoe about how this new service would be managed. There was a difference of opinion between the IT staff and the Libraries using this service around keeping records of the names and addresses of patrons accessing the wireless network. At a subsequent meeting, it was agreed that we will not keep track of people’s names and addresses. As a result of this new service, B. Molesworth drafted a Wireless Access Policy and re-wrote our own Internet Procedures. Copies of these drafts were distributed to the Board. These policies will appear on the computer screen when patrons log in and they will have to agree or accept these terms before they are allowed to complete the login. The Board approved them and a motion was put forward.</p> <p>Moved by: J. Swick Seconded by: V. Nihill That the Board approves the Midland Library’s Internet Policies & Procedures as revised on March 13, 2008.</p> <p>B. Molesworth went on to say that the Library Board has done a lot of work on developing policies and we may have to revisit them in view of operational changes and especially in relation to the Provincial/Government’s transparency legislation.</p> <p>4.2 Library 2.0 – e-newsletter B. Molesworth reported on the progress with these initiatives. A. Aneroussos has developed two documents laying out the ground work toward the purchase of a new ILS (Integrated Library System) and a Website Content Management or Web 2.0 plan. B. Molesworth also mentioned a possibility of producing an e-newsletter informing patrons about upcoming events and services at the Library. There is a line in the patron record to include an e-mail address. Staff would have to start collecting this information when they are signing up new patrons or renewing existing cards. This information could also be used for fundraising purposes.</p>	<p style="text-align: center;">CARRIED</p>

MIDLAND PUBLIC LIBRARY BOARD MEETING

DATE:

ITEM #	ISSUE	ACTION
4.	<p>Business arising from the minutes - continued</p> <p>4.3 Transparency – Minutes In an effort to meet new transparency guidelines, a heading has been added to the Library’s website called Administration which provides the public with the names of Library Board members, the Agenda for upcoming meetings and Board Minutes that have been passed from previous meetings.</p> <p>4.4 Reading Series B. Molesworth has approached local author/poet Roger Bell to read at this year’s series and he has agreed to read on July 10. He will also approach poet John Lee. Three other authors – Anne Simpson, Alison Pick and Christopher Shulgan have all agreed to read on July 11, July 12 and July 13, respectively. We may also co-host a poetry reading, with discussion, on the Saturday afternoon of July 12th. Carol and Stuart Currie, that own Carriage House Gallery, would be the other hosts.</p>	
5.	<p>Approval of the accounts</p> <p>Moved by: A. Campbell Seconded by: B. Desroches That the accounts for the month of February 2008 totalling \$16,755.07 be approved.</p>	CARRIED
6.	<p>Reports of Board Committees</p> <p>6.1 Finance Committee – 2007 Year End Finance Chairman, A. Campbell, distributed the Library Financial Statement for the Month Ending February 29, 2008. B. Molesworth explained that, although the Town budget has been passed, the new 2008 budget figures do not appear on this document. The Actual Year-to-Date amounts are listed.</p>	

MIDLAND PUBLIC LIBRARY BOARD MEETING

DATE:

ITEM #	ISSUE	ACTION
6.	<p>Reports of board Committees - continued</p> <p>6.1.1 Town Financial Policy B. Molesworth informed the Board that the Town is moving the 2009 budget process forward to begin in June 2008. Strategic direction will be issued at that time, with first draft to be in by September 30th, second draft October 31st, final changes by December 31st and Council approval by January 31, 2009. Since the Board does not normally meet in July and August, this new timeline presents a bit of a challenge. B. Molesworth put forward a couple of suggestions. A. Campbell and J. Swick are currently the Finance Committee. Perhaps a larger Finance Committee could be appointed that would meet during the summer so that a proposed first draft could be brought to the September Board meeting, or, we could have a full Board meeting in the summer. It was agreed that the Finance Committee meet in July and that a full Board meeting be held the second Thursday of August. B. Molesworth stated that he can do a fair bit of preparation before the strategic direction comes down in June. Appointments will be made to the Finance Committee at the April Board meeting.</p> <p>6.2 Fundraising Committee There was no report. The Friends of the Midland Public Library, however, are undertaking a fundraising initiative. It was asked that agenda item 6.4 be discussed next. All agreed.</p> <p>6.4 Report from the Friends of the Midland Public Library – Funding Idea & Loan The Friends are trying to launch a fundraiser with an interior design theme. A new member of the Friends, Myrna Nielsen, has been in touch with television personality Kimberley Seldon. She is well known for her interior design programme. She charges \$10,000.00 for a personal appearance but has agreed to reduce her fee by 25% to \$7,500.00 plus tax. She asks for 50% of her fee upfront. The Friends have already sent her that amount. She will be presenting at the Best Western Highland Inn on November 7, 2008. Tickets will probably be \$30.00, although this has not been finalized.</p>	



MIDLAND PUBLIC LIBRARY BOARD MEETING

DATE:

ITEM #	ISSUE	ACTION
6.	<p data-bbox="194 451 763 493">Reports of Board Committees - continued</p> <p data-bbox="381 525 1307 672">There has also been some discussion to enlarge the event to the next day and include other presenters and put on a kind of home show. M. Nielson will contact the interior design stores and other merchants in Midland to see if there is any interest in being involved.</p> <p data-bbox="381 672 1307 861">The Friends are asking the Library Board for a loan of about \$5,000.00, to be paid back, to support this event. The money would come from the Library's capital reserve fund. B. Molesworth has already spoken to Town Treasurer, S. Gignac and CAO T. Walker about withdrawing funds from the capital reserve and it met with their approval.</p> <p data-bbox="284 892 860 934">6.3 Building Committee – Membership</p> <p data-bbox="381 934 1250 1008">B. Molesworth announced that B. Desroches has agreed to sit on the Building committee replacing former Board member B. Trounce.</p>	
7.	<p data-bbox="194 1039 381 1081">New business</p> <p data-bbox="284 1113 527 1155">7.1 Pay Phone</p> <p data-bbox="381 1155 1307 1407">B. Molesworth informed the Board that he has been looking into the cost of having a pay phone installed in the Library. Staff are often asked by patrons to use our phones. We will call cabs for people or phone parents for children that need a ride home, but our policy is that we don't let the public use our phones. It costs approximately \$300.00 for the initial installation and then there is a monthly fee of \$50.00 unless you make \$6.00 a day.</p> <p data-bbox="381 1407 1307 1585">It now costs .50 to make a call from a pay phone. Bell seems to think everyone has a cell phone and has removed several from the downtown area. G.A. Walker suggested that it might be in the Town's best interest to have a pay phone in the area. B. Molesworth will approach the Town with this idea.</p>	

MIDLAND PUBLIC LIBRARY BOARD MEETING

DATE:

ITEM #	ISSUE	ACTION
8.	<p>Information</p> <p>8.1 Chief Librarian's Report Circulation was up by 468 in February. B. Reynolds is very busy visiting the elementary schools promoting the Silver Birch awards programme. Once the weather is better, we will start to host class visits.</p>	
9.	<p>Adjournment</p> <p>Moved by: J. Swick That the meeting be adjourned at 8:04 p.m.</p>	
	<p> _____ Chairman of the Board</p> <p> _____ Chief Librarian</p>	