

**MIDLAND PUBLIC LIBRARY BOARD MEETING**

**DATE:** October 9, 2008

**LOCATION:** Midland Public Library Boardroom

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

**REGRETS:** J. Swick, C. Moore

**GUEST:**

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

<b>ITEM #</b>	<b>ISSUE</b>	<b>ACTION</b>
1.	<b>Call to Order</b>  G.-A. Walker called the meeting to order at 7:00 p.m.	
2.	<b>Approval of the agenda</b>  <b>Additions:</b> 3. <b>Approval of the minutes of the meetings of August 28, 2008 and September 17, 2008</b>  7. <b>New Business</b> 7.4 <b>IFOA</b>  Moved by: J. LeFebvre Seconded by: B. Desroches That the agenda be approved, as amended.	<b>CARRIED</b>
3.	<b>Approval of the minutes of the previous meetings</b>  G.-A.Walker asked if there were any changes, corrections or omissions to the August 28, 2008 minutes. There were none.  Moved by: B. Desroches Seconded by: V. Nihill That the minutes of the Board meeting held on <b>August 28, 2008</b> be approved.  G.-A. Walker asked if there were any changes, corrections or omissions to the September 17, 2008 minutes. There were none.  Moved by: V. Nihill Seconded by: J. LeFebvre That the minutes of the Board meeting held on <b>September 17, 2008</b> be approved.	<b>CARRIED</b>  <b>CARRIED</b>

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4.	<p><b>Business arising from the minutes</b></p> <p><b>4.1 Capital Fund Raising Campaign – Jennifer Abell</b> B. Molesworth met with fundraiser, Jennifer Abell. Unfortunately, she could not attend this evening’s Board meeting, but will come to the November meeting.</p> <p><b>4.2 Sod Turning</b> B. Molesworth wrote to George Smitherman, Minister of Energy and Infrastructure, inviting him to attend the sod turning, suggesting some time in the first two weeks of November. He will not be available, but his office suggested that we should go ahead and set a date and they will try and send a representative. G.-A. Walker will be away until after November 7<sup>th</sup>. Given the fact that we will have to send out invitations and organize refreshments, we should, perhaps, hold it later. V. Nihill will be away after November 21<sup>st</sup>. Proper protocol was discussed. It was agreed that B. Molesworth should contact Bryan Peter seeking advice. P. File said that she had attended a number of these types of functions. There usually is a special shovel, of some kind, and a podium for dignitaries making speeches. We will likely have to plan to have some of the ceremony and reception inside as the weather may be a problem. V. Barycky suggested that we choose two or three potential dates and then run them by the Mayor and Council.</p> <p><b>4.3 Web Site Launch</b> B. Molesworth informed the Board that the new website was launched the previous week so that we could start selling the tickets for the Kimberley Seldon fundraiser, on-line. Staff are still working with A. Aneroussos, making suggestions and working out problems. B. Molesworth distributed a statistical report that the website software produces showing different types of usage. The amount of data is a bit overwhelming but some of it will be quite useful.</p>	

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5.	<p><b>Approval of the accounts</b></p> <p>Moved by: A. Campbell Seconded by: V. Barycky That the accounts for the months of <b>August and September</b> totalling <b>\$47,177.97</b> and <b>\$10,835.48</b>, respectively, be approved.</p>	<b>CARRIED</b>
6.	<p><b>Reports of Board Committees</b></p> <p><b>6.1 Finance Committee – Budget 2009</b> Finance Chairman, A. Campbell, distributed the Library Financial Statement for the Nine Months Ending September 30, 2008. B. Desroches asked about the budget line “Cash Over &amp; Short”. B. Molesworth explained that this is related to the new Point-of-Sale system the Staff are now using. If people forget to enter amounts on the system, and we are over in our cash, or under, then it is noted in this budget line. P. File asked about the budget lines that are over 100% spent. B. Molesworth explained the various lines in question. None of them amount to a lot of cash over. We are also under on some lines. There is also some income that isn’t reflected yet on this statement, like the Provincial Ministry Grant. A. Campbell also stated that some of the lines are spent already because they are one time payments for the year.</p> <p><u>Budget</u> B. Molesworth had a brief meeting with Town of Midland, CAO, T. Walker and Town Treasurer, S. Gignac about the Operating Budget. He will be meeting again with them to discuss in more detail. He had met with them previously about the Capital Budget. P. File said she was asked at the last Council meeting if the Library expansion was going to come in on budget. She informed them about the contingency amount. Development charges have not been included in the expansion budget, but CAO, T. Walker doesn’t think they will be charged to us, although he has nothing firm from Council. P. File also reported that the Town’s liability insurance will cover aspects of the construction. When the building expansion is complete, the value of the building will go up and our insurance premiums will follow.</p>	

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6.	<p><b>Reports of Board Committees – continued</b></p> <p><b>6.2 Fundraising Committee</b> No report.</p> <p><b>6.3 Building Committee – Schedule – construction, reshelving &amp; storage – Photovoltaic system.</b> B. Molesworth reviewed the schedule. The tender opening will be Wednesday, October 15, 2008 at 3:00 p.m. It was deferred from October 9<sup>th</sup> as the bidding contractors needed more time. They have been asking lots of questions about the project, so this seems to be a good sign that they are serious. The tenders will be opened and evaluated by J. Knibb as soon as they are opened. He will likely be prepared to make a recommendation at that time. If the Board approves the recommendation, it would then go to Council for their October 27<sup>th</sup> meeting, therefore, it is important that as many Board members that can, attend the October 15<sup>th</sup> meeting. We know that C. Moore and J. Swick will be away. V. Barycky stated she also cannot attend.</p> <p>The shelving has been received and extra Pages are coming in on Saturday to start moving the fiction collection. B. Molesworth is making arrangements to rent a storage unit.</p> <p>B. Molesworth distributed J. Knibb’s recommendation regarding the best use of the electricity the photovoltaic system will produce and the type of tracking system to be used. He recommends that we go with the option of attaching the system to the local grid. We would receive some revenue through a government programme. The payback period is 20 years. On the second issue, the type of tracking he recommends is single axis tracking. This system is economical, with the best energy gain and provides an educational format. After some discussion the Board agreed with J. Knibb’s recommendation.</p>	

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6.	<p><b>Reports of Board Committees - continued</b></p> <p>Moved by: B. Desroches Seconded by: P. File That the Board approves the recommendation of Architect, J. Knibb for the photovoltaic system.</p> <p><b>6.4 Report from the Friends of the Midland Public Library</b> - <b>Evening with Kimberley Seldon</b> - <b>Garden Tour</b></p> <p><u>Evening with Kimberley Seldon</u> B. Molesworth distributed the posters for the Kimberley Seldon event to those present. Ms. Seldon has also had her people send it out to her mailing list. J. LeFebvre and V. Barycky offered to help at the event. B. Molesworth will have Myrna Nielsen, of the Friends, contact them.</p> <p><u>Garden Tour</u> Garden Tour Committee members met with the Friends about supporting the Midland Public Library expansion. This group formerly supported the Penetanguishene Public Library with this fundraising event during their building project and then gave money to their foundation. They decided that they would like to support another Library expansion project this year. The Friends were enthusiastic and will work with the Garden Tour committee on the event. The date has been set for July 11, 2009, and the gardens chosen. The Library Board may also be asked to help. B. Molesworth will be going to Penetanguishene for an official publicity event, handing the tour over to the Midland Public Library.</p>	<p style="text-align: center;"><b>CARRIED</b></p>
7.	<p><b>New business</b></p> <p><b>7.1 Selling on-line</b> B. Molesworth and IT Technician, A. Aneroussos came up with the idea of selling the tickets for the Kimberley Seldon event from the new website. We could also sell items for the Friends, like book bags, maybe sweat shirts, in the future, and so on. Our on-line shopping feature only accepts VISA. A. Aneroussos also put forward the idea of selling advertising space on the website. This would raise some difficult issues. We could be seen as</p>	

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7.	<p><b>New business - continued</b></p> <p>giving our stamp of approval to certain products or businesses over others. G.-A. Walker suggested that, once the Friends store is in place, we could advertise their items for sale. P. File stated the NSSRC has had to grapple with this issue. The Board may choose to discuss this issue again, in the future.</p> <p><b>7.2 December 27, 2008</b></p> <p>B. Molesworth pointed out that, the way Christmas and Boxing Day fall this year, we would be closed the Thursday and Friday and re-open on the Saturday the 27<sup>th</sup> and then be closed again on the Sunday. He asked the Board for permission to stay closed on the 27<sup>th</sup>, with the proviso that Staff, scheduled to work that day, would have to take their vacation or banked time. V. Barycky stated that she thought it would be a nice gesture. The Board agreed G.-A. Walker asked for a motion.</p> <p>Moved by: A. Campbell Seconded by: J. LeFebvre That the Board approves the Library being closed on Saturday, December 27, 2008.</p> <p><b>7.3 Non-Resident Fees</b></p> <p>Every year the service contract with the Township of Tiny is reviewed to see if an increase in the fee is warranted. B. Molesworth recently met with Rosemary Marchand, Chief Librarian of the Penetanguishene Public Library, to discuss this issue. After investigation, they felt that the overall increases to households had not gone up enough to necessitate raising the fee for 2009. V. Barycky asked about the tax support from Tiny. B. Molesworth explained the history of negotiations with the Township and that it still stands that Tiny only pays per using household, not for every household, as Midland does. A letter from Chairman, G.-A. Walker, will be sent to the Mayor and Council of Tiny informing them of this decision.</p>	<b>CARRIED</b>

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7.	<p><b>New business - continued</b></p> <p><b>7.4 IFOA</b> B. Molesworth informed the Board about a publication he was looking at put out for the International Festival of Authors. In the back were listed the venues for the Festival and Parry Sound is one of them. B. Molesworth contacted them about how an organization would partner with them. We are still intending to pursue our own author series in the summer. This festival takes place over Thanksgiving. B. Molesworth asked for permission to go and discuss the possibility of partnering with Parry Sound. The Board expressed interest and supported pursuing the idea. There is also a Young Author series that is held at the same time of year that could be connected to it.</p>	
8.	<p><b>Information</b></p> <p><b>8.1 Chief Librarian's Report</b> B. Molesworth reported that circulation has been up and down over the summer. The wireless internet has suffered from glitches. Internet use, in general, is higher in the summer months. We are still doing research toward the selection of a new ILS (Integrated Library System). Innisfil Public Library has just launched an open source product called Evergreen. In a couple of months, when things have settled down there, a couple of people will go and have a look at it. There is another open source system, called Koha, that a Hanover consortium has recently purchased. Our decision will have to be made around the middle of next year.</p>	
9.	<p><b>Adjournment</b> Moved by: V. Barycky That the meeting be adjourned at 8:13 p.m.</p> <p style="text-align: center;"> _____ Chairman of the Board</p> <p style="text-align: center;"> _____ Chief Librarian</p>	