

Midland Public Library Board Meeting Minutes

Thursday January 14, 2016 at 7:00 p.m.

Location: Library

Present B. Kettle, T. Sheridan (Chair), S. Strathearn, M. Pearce, L. Roy, B. Gorski
Remote B. Desroches, K. Stief
Regrets P. Pantling
Guests M. Wahl, V. Bell, C. Phillips, E. Head

1. Call to Order

Discussion:

- The meeting was called to order by the Chair, Trisha Sheridan at 7:03 pm.

2. Approval of Agenda

The Agenda was reviewed and no changes were requested.

Moved by: B. Gorski

Seconded by: M. Pearce

That the agenda be approved as circulated.

Carried

3. Declaration of Pecuniary Interest

Discussion:

- There were no declarations.

4. Approval of December 2015 MPL Board Minutes

4.1 for the December 10, 2015 Board Meeting

There were no changes.

Moved by: K. Stief

Seconded by: B. Gorski

That the minutes be approved as circulated.

Carried

4.2 for the December 21, 2015 Board Meeting

There were no changes.

Moved by: S. Strathearn

Seconded by: M. Pearce

That the minutes be approved as circulated.

Carried

4.3 for the December 29 Board Meeting

There were no changes.

Moved by: K. Stief

Seconded by: S. Strathearn

That the minutes be approved as circulated.

Carried

5. Approval of November 2015 Accounts

5.1 Cheque Distribution Report Outstanding Questions

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- *Irena's Cleaning Services* (line 8885). Service is engaged when MPL custodian is absent. Charge is for 4 separate occasions.
- *International Readings* (line 9024). Cost to host Richard Wright.
- MasterCard charges. One charge was for *Survey Monkey* used for the community survey. Second charge was from Amazon.com for a movie purchase.

Moved by: S. Strathearn

Seconded by: B. Kettle

That the Cheque Distribution for November 2015 be approved as circulated.

Carried

5.2 Operating Financial Statements Outstanding Questions

- *Meeting Expenses (line 2020)* was for the Gord Hume presentation.

Moved by: S. Strathearn

Seconded by: M. Pearce

That the Operating Financial Statement for November 2015 be approved as circulated.

Carried

6. Approval of December 2015 Accounts

6.1 Cheque Distribution Report

- Line 9251 for *Towels, Tissue* for \$405. Request to check cost of an electric hand dryer.

Action: B. Gorski will address.

- Line 9270 *Transfer to RRSP* is for B. Molesworth accrued vacation leave.

Moved by: B. Gorski

Seconded by: M. Pearce

That the Cheque Distribution for December 2015 be approved as circulated.

Carried

6.2 Operating Financial Statements

Adjustments are expected to the December Statement to account for outstanding expenses.

- December payroll
- Payouts for recently departed employees to account for vacation and other retirement benefits.
- Transfer of \$2900 to *7122 Equip/Auto Reserve* is still outstanding.

Moved by: B. Gorski

Seconded by: B. Kettle

That the Operating Financial Statement for December 2015 be approved as circulated.

Carried

7. Memo of Understanding with the Town of Midland

- Waiting for C. Tripp, Town of Midland CAO, to comment on document. One outcome is that MPL will not require its own cheques.
- T. Sheridan met with Lyle Bergstrom to discuss MPL maintenance. Issues discussed were the atrium leaks, entrance stairs, ladder to the roof, and floor in the ladies

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main floor washroom. T. Sheridan has a follow-up 'walk thru' meeting with Shawn Beriault and Lyle Bergstrom on Monday to document all deficiencies.

- Action: T. Sheridan to report back to the Board on the critical deficiencies and cost of repair once confirmed by the Town.

8. Report of Board Committees

8.1 Finance Committee Update. See above.

8.2 Policy Committee Update.

- All edits have been included in the Operations Policies.
- J. Keefer has provided MPL Human Resources procedures to T. Sheridan. These policies will need to be incorporated in the Operations Policies.
- Will wait for C. Budgell's, new CEO, arrival to review procedures prior to implementing the policies.

8.3 IT

Library will be closed February 16 and 17 for conversion and training. This means the library will be closed for four consecutive days from February 14 to 17. February 14 is a Sunday and February 15 is Family Day. It was agreed that it is very important to alert the community ahead of time. Suggestions include:

- Large sign in front of the North Simcoe Recreation Centre
- Signage in the MCC
- Signage at Midland Town offices
- Announcement on Midland Town website
- Announcement on MPL website
- Announcement on Town of Tiny website
- Signage at Askennonnia

K. Stief noted that announcements should include a description of the Symphony software that is replacing the current operating system, plus the additional value of the new software.

Action:

M. Pearce will investigate other avenues to communicate in Tiny.

T. Sheridan will investigate cost to announce in the Mirror.

B. Kettle will investigate organizing a pot luck lunch for MPL staff during the training on February 17th.

8.4 Strategic Plan Status Report

- K. Stief reported that the intent is to have a complete Executive Summary and an Operational Plan including Mission, Vision, SWOT Analysis, supporting organization structure and supporting survey results for approval by the board on February 25. A draft will be available for review one week prior to the next meeting. Draft will be shared with C. Budgell for her input prior to the February board meeting.
- After approval by the board, it will be available to the public.
- There will be two versions: one detailed version, and one summarized version.
- Staff input is desired. Staff survey results will be included. T. Sheridan will also check with C. Budgell on how to facilitate getting more input from staff.

8.5 Survey Analysis Results

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- A communication for community is in progress. It will thank the community for responding and provide some high level results.
- Action: L. Roy will complete the communication the week of January 25th and forward to board for approval.
- Summary of results are underway. First version will be forwarded to the board in the next few weeks.

9. New Business

9.1 Battle of the Books Update

Participating schools will inform the MPL by January 18th. The event will be on April 12 in the afternoon (noon to 2 p.m. approximately). The final round will be on April 19 in the early evening (approximately 7p.m. to 8:30 p.m.)

Action: Board members who can help out during the event should let B. Kettle know before the next board meeting.

Note: S. Strathearn and M. Pearce are tentative.

9.2 Books to Eat

J. Keefer will speak to Nicole DePinto, the organizer of the event, to get an update on the arrangements.

Note: Event is normally held end of March, early April.

9.3 Industry Partnership

In February, Economic Development Corporation North Simcoe (EDCNS) will be holding a summit focused on manufacturing to prepare for the June conference. S. Strathearn suggests investigating for opportunities for the MPL to assist the manufacturing sector through community programs e.g. addressing shortage of skilled resources in the community.

Action: S. Strathearn will speak to EDCNS.

10. CEO Report

10.1 Correspondence. There is no correspondence.

10.2 Volunteer Get Together.

T. Sheridan suggested a get together with MPL volunteers to formally introduce ourselves as the Board. These volunteer groups will include Friends of the Library, Library Garden Tour committee members, and Books on Wheels volunteers. Tentative date is January 26 at 3 p.m. in the Assembly Room. K. Stief and B. Desroches will participate by Skype.

Action: T. Sheridan will follow up with volunteers to confirm the date is convenient.

11. Miscellaneous

Guests to the meeting had a few questions for the board.

- M. Wahl asked why we hired a CEO before the posting deadline. T. Sheridan explained that C. Budgell was an excellent candidate with all the qualifications and experience required. T. Sheridan also explained that knowing other libraries were also looking for CEOs, the board elected to initiate the hiring process prior to the posting deadline.
- C. Phillips asked how we know we have the resources to provide various programs. The board responded that there are many volunteer resources in the community.

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- E. Head stated her opinion that a library is not an educational institution. S. Strathearn responded that libraries are evolving which is being driven by the Ontario government which states that libraries need to function as a community hub for learning and innovation.

12. Closed Meeting

Moved by: S. Strathearn

Seconded by: M. Pearce

That the Midland Public Library Board adjourn to a closed session, and further that this portion of the meeting be closed to the public pursuant to section 16.1 (4) of the Public Libraries Act, RSO 1990, for purposes of considering personnel matters concerning identifiable individuals.

Carried

Moved by: B. Desroches

Seconded by: M. Pearce

That the Midland Public Library Board in closed session now rise and report to the open session.

Carried

Moved by: B. Desroches

Seconded by: K. Stief

That the Midland Public Library Board confirms its discussions concerning identifiable individuals in the closed session and that the Chair of the Board is authorized to address the motion.

Carried

Responsibility: T. Sheridan

13. Next Meeting

Date: February 25, 2016

Time: 7:00 p.m.

14. Adjournment

Moved by: M. Pearce

Seconded by: B. Gorski

That the meeting be adjourned at 8:50 p.m.

Carried

Signed:



T. Sheridan, Chair



L. Roy, Acting Recording Secretary

Date: Feb 25, 2016