

Midland Public Library Board Meeting Minutes

Thursday, 11 August @ 7:00pm
Location: Midland Public Library – 3rd Floor Boardroom

Present T. Sheridan (Chair), B. Kettle, B. Gorski, M. Pearce, K. Stief, B. Desroches, L. Roy, S. Strathearn, P. Pantling

Regrets

Staff C.Budgell, CEO

1. Call to Order

The meeting was called to order by the Chair, T. Sheridan at 7:00pm.

2. Approval of the Agenda

Moved by: K. Stief
Seconded by: S. Strathearn
Carried

3. Declaration of Pecuniary Interest

There were no declarations.

4. Approval of Minutes for 9 June 2016 MPL Board Meeting

Moved by: L. Roy
Seconded by: B. Desroches
Carried

5. CEO Report

Discussion:

The CEO report was provided to the Board members in advance of the meeting for review. T. Sheridan inquired whether or not volunteers have signed the new volunteer policies yet. C. Budgell responded that these had been distributed and signed by all volunteers.

K. Stief inquired about whether or not there was a long-term program plan in progress. C. Budgell explained that programming options in the children's department is being explored and a schedule will be created for September. With limited funds available for 2016 the amount of programming offered will be affected. In the adult area there is no dedicated staff member, preventing from a large range of programs being offered. C. Budgell highlighted that there would be a larger increase in adult programming when funding allows for the Community Librarian (Adult & Teen Service) to be added to our staff

K. Stief inquired about the Library's plans to involve the Indigenous Communities more in the Library. C. Budgell explained that there are plans to try to meet with representatives from the various groups to see how we can better meet their needs and get them involved in the community and our Library. C. Budgell also highlighted that A. Blackwood and A. Clennett are the official Cultural Liaisons for the Library and they are taking training through the Simcoe County Library Consortium. This training is to ensure that the Library staff have a professional level of understanding and service when it comes to working with Newcomers, Immigrants and the wide variety of cultural groups who call our community home.

S. Strathearn inquired about the budget for the new website redesign. C. Budgell informed him that it has a \$7000 budget and that the website would be independent from the Simcoe County Library Consortium's standard template.

S. Strathearn inquired regarding the status of the Library's Canada 150 Grant Application. C. Budgell informed the Board that we have not heard anything official about the status of our application at this time. T. Sheridan mentioned that if any additional information was required that the Library would have been contacted sometime in July or August, as per the Canada 150 website.

L. Roy inquired about the Library branding and whether or not there was a plan or budget in place for this. C. Budgell highlighted that there are no funds allocated for branding this year, but that the staff have been working on a plan for designs, colors, etc. When funds allow the Library will undergo a full rebranding and brand launch. K. Stief highlighted the need to ensure that our new brand will reflect a wide range of audiences. T. Sheridan mentioned that the Library might want to consider a community focus group in relation to the new brand.

6. Memo of Understanding Update

T. Sheridan reported that the MOU is being put forward to Council on August 22nd.

7. Report of Board Committees

7.1 Fundraising Committee

T. Sheridan reminded the Board that the Murder Mystery is scheduled for October 14th, 2016. More details will be provided as the Committee progresses with the planning. T. Sheridan also reminded Board members that the Library Gala is scheduled for June 24th, 2017 with the hope that all Board members will attend both functions. The Fundraising Committee will be meeting in the first week of September.

7.2 Finance Committee

T. Sheridan reminded the Board that K. Stief stepped forward to be the new Finance chair per an email sent in July. T. Sheridan extended gratitude on behalf of the Board to B. Gorski for his work as the previous Finance Chair.

Motion to elect K. Stief as Finance Chair

Moved by: S. Strathearn

Seconded by: B. Kettle

Carried

Motion to add K. Stief to Bank Account

Moved by: B. Desroches

Seconded by: L. Roy

Carried

Motion to add K. Stief to Credit Card Account

Moved by: S. Strathearn

Seconded by: M. Pearce

Carried

B. Gorski requested that all personal information that was required by the Town as the Finance Chair be returned to him intact. C. Budgell will ensure the documentation is return to B. Gorski.

Operating Financial Statement for June 2016

Discussion:

B. Desroches inquired about the status of the budget for telephone. C. Budgell indicated that there were some repairs required to the phone system that were not expected and account for the additional costs in the telephone budget.

Motion to approve the Financial Statement for June 2016

Moved by: L. Roy

Seconded by: K. Stief

Carried

Operating Cheque Distribution for June 2016

Discussion:

B. Desroches inquired about the payment to Springwater News. C. Budgell indicated that this was a subscription fee. B. Desroches suggested that she would be willing to donate her copies to the Library in the future.

L. Roy inquired about payments to the Barrie Jazz Festival. C. Budgell indicated that these were payments for musicians for three separate musical performances at the Library: One during the Butter Tart Festival and 2 in-library programs where the musicians performed.

Motion to approve Operating Cheque Distribution for June 2016

Moved by: K. Stief

Seconded by: B. Kettle

Carried

Operating Financial Statement for July 2016

Motion to approve the Financial Statement for July 2016

Moved by: S. Strathearn

Seconded by: P. Pantling

Carried

Motion to approve Operating Cheque Distribution for July 2016

Moved by: P. Pantling

Seconded by: L. Roy

Carried

New reporting / Future Board meeting dates:

- K. Stief and T. Sheridan met with C. Budgell to discuss the accounts and budget. K. Stief suggested that the Finance committee meet in advance of the Board meeting and prepare a report to be given to Board members before the meeting each month, allowing for a better understanding and discussion of the financials.
- K. Stief proposed moving the Board meetings back to the 3rd Thursday of the month, as opposed to the 2nd Thursday of the month, allowing for sufficient time for the Town to process all the required financials and for the Finance Committee to have time to prepare a concise report for the Board Members.

Motion to change meeting to third Thursday of each month.

Moved by: K. Stief

Seconded by: P. Pantling

Carried

K. Stief indicated that the budget is very close to being over for the end of the year. The Finance Committee met to discuss how we can ensure that we do not go over budget. This will involve prioritizing all of the issues with the building and seeing which repairs may be able to be put off until the future. The Finance Committee has instructed a 0 spend until further notice. In addition, all transactions are being reviewed to ensure consistency between our records and accounting services provided by the Town.

K. Stief informed Board members that fundraising needs to become a large focus for the rest of the year and moving forward.

8. New Business

Hours of Operation

C. Budgell reported that opening on Sundays would have a financial impact on the budget. Opening Sundays from September to December will cost roughly \$4000. Initially closing early on Mondays and Fridays or on Tuesday through Thursday to save funds, however the Library is very busy during those time periods. It is not recommended to close early during the week. We are also going to be opening at 9:30 am instead of 10:00 am Monday through Saturday, this will be at no cost as we have staff on-site at the Library already during this time. Moving forward patron use of the Library will be monitored to determine whether this is a good return on investment.

Motion to change the Hours of Operation of the Library, on a trial basis, to:

Winter Hours (After the September Long Weekend up to May Long Weekend)

Monday:	9:30am – 6:00pm
Tuesday:	9:30am – 9:00pm
Wednesday:	9:30am – 9:00pm
Thursday:	9:30am – 9:00pm
Friday:	9:30am – 6:00pm
Saturday:	9:30am – 4:00pm
Sunday:	12:00pm – 4:00pm

Summer Hours (May Long Weekend through September Long Weekend)

Monday:	9:30am – 6:00pm
Tuesday:	9:30am – 9:00pm
Wednesday:	9:30am – 9:00pm
Thursday:	9:30am – 9:00pm
Friday:	9:30am – 6:00pm
Saturday:	9:30am – 4:00pm
Sunday:	CLOSED

Moved by: S. Strathearn

Seconded by: K. Stief

Carried

Cardwell Hall

As part of the third floor update C. Budgell indicated that the Cardwell Family made a donation to the Library in support of the historical images artwork in the hall in honour of their mother, Nan Cardwell, who was a very loyal Library supporter and loved the community of Midland and its history. A plaque will be placed in the hall with the artwork to commemorate Ms. Cardwell and her family's contribution before the end of August, 2016.

Local Poverty Reduction Fund

S. Strathearn informed the Board about the Local Poverty Reduction Fund through the Government of Ontario. The last intake for this program is in 2017. S. Strathearn mentioned that this might be a good opportunity for creating community partnerships, especially in relation to a future Makerspace. C. Budgell will investigate this opportunity to see if we can meet the requirements and report back. She reminded the Board that the Makerspace is a large project and we will require the Business Services / Technology staff member to assist in such a large scale project as this will involve significant community consultation as well as technological and library expertise.

10. Next Meeting

Date: September 15th

Time: 7:00pm

11. Adjournment

Motion to adjourn at 8:15pm

Moved by: S. Strathearn

Seconded by: M. Pearce

Carried

Signed:



T. Sheridan, Chair



C. Budgell, Recording Secretary

Date: Sept. 15/16