

MIDLAND PUBLIC LIBRARY BOARD MEETING MINUTES

Thursday, 23 April 2015 @ 7:00 pm

Location: MPL Boardroom

Present D. Derasp, B. Desroches, B. Kettle, M. Pearce, T. Sheridan (Chair), K. Stief, S. Strathearn,
Regrets B. Gorski, N. Pape,
Staff B. Molesworth, CEO (absent on vacation)

1. Call to Order

Discussion:

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

2. Approval of the Agenda

Discussion:

- The agenda was reviewed and no changes were requested.

Moved by: B. Desroches

Seconded by: S. Strathearn

That the agenda be approved as circulated

Carried

3. Declaration of Pecuniary Interest

Discussion:

- There were no declarations.

4. Approval of Minutes for 12 March 2015

Requested amendments:

- Item 1: Ben Gorski was elected as Treasurer of the Board as well as Finance Committee Chair
- Item 6.3: Change the title of the Planning Committee to Strategic Planning Committee
- Item 6.3: Changes to committee membership (following the meeting): *TO BE REAFFIRMED AT THE MAY MEETING.*
 - Add B. Kettle to the Finance Committee
 - Replace B. Kettle on Fundraising with T. Sheridan

Moved by: B. Kettle

Seconded by: S. Strathearn

That the minutes for the 12 March 2015 Board meeting be approved with the foregoing amendments

Carried

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5. Board Member Resignation

Discussion:

- D. Derasp informed the Board that he was resigning from the Midland Public Library Board because of his growing commitment as a member of the Midland Public Utilities Commission. He will remain on the Library Board until Council approves a replacement.

6. Southern Ontario Library Services (SOLS) Workshop , Saturday, 11 April 2015 Update

Discussion:

- D. Derasp, B. Kettle, M. Pearce, T. Sheridan, S. Strathearn and K. Stief attended on behalf of MPL
- The main focus of the meeting was Library Governance and highlighted the shared responsibilities of the Board and the CEO in leadership and governance of public libraries. An important and useful reference is a document prepared by the Ontario Library Boards' Association entitled "Cut to the Chase" available online at [www.accessola.org/web/Documents/OLA/Divisions/OLBA/LBD/cut to the chase-2012.pdf](http://www.accessola.org/web/Documents/OLA/Divisions/OLBA/LBD/cut%20to%20the%20chase-2012.pdf)
- SOLS is a valuable source of resources and services. MPL was invited to send a representative to its Trustees Council meetings (see also Trustee Council 4 Update in New Business)

7. Closed Meeting

Moved by: S. Strathearn

Seconded by: B. Kettle

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 an identifiable staff individual.

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

Moved by: K. Stief

Seconded by: B. Kettle

That the Midland Public Library Board confirm its discussions concerning an identifiable staff individual in the closed session held on 23 April 2015 and that the Chair of the Board be authorized to discuss the agreed upon position description with the identifiable staff individual.

Carried:

Responsibility: T. Sheridan

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8. Communications Policy

Discussion:

- T. Sheridan presented a draft Communications Policy (draft attached) for discussion
- The rationale for this policy is threefold:
 - External communications is an important responsibility shared by the Board and the CEO for which we must be prepared
 - There is no existing MPL policy
 - Clarity of responsibilities and procedures to be followed in MPL external communications is essential
- We need to be proactive in anticipating communications issues and developing communications strategies
- Although the Board and the CEO are expected to communicate openly with the public as outlined in the policy, there are some issues such as legal, financial, personnel and negotiations that should be treated as confidential (to be clarified in a policy on confidentiality)

Moved by: S. Strathearn

Seconded by: B. Desroches

That the Board approve the draft policy of 23 April with the agreed upon amendments to be implemented beginning 4 May 2015.

Carried

Action: Implement the MPL Communications Policy

Responsibility: Board and CEO

9. Business Arising from Previous Minutes

Discussion:

- The eight items listed in the agenda are to be deferred to the May 2105 meeting of the MPL Board

10. Approval of Accounts

Discussion:

- to be deferred to the May 2105 meeting of the MPL Board

11. Reports of Board Committees

Discussion:

- Reports of the following Board Committees to be deferred to the May 2105 meeting of the MPL Board
 - Finance
 - Policy
 - IT
 - Strategic Planning
 - Fundraising
 - Friends of the Library

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12. New Business

12.1 Meeting with the Town of Midland CAO

- T. Sheridan met twice in March this year with Carolyn Tripp, CAO of the Town of Midland to discuss the relationship between the Town of Midland and the Midland Public Library.
- The CAO is very supportive of the MPL and its new Board and offered to attend all or portions of MPL Board meetings where she might provide assistance and support.
- The Town sees the MPL as a significant community resource with the potential to play a growing role in the Town Strategic Plan
- Several areas of Town support were explored in these meetings including:
 - *Library grounds keeping:* Through the CAO, S. Berriault, Director of Operations agrees to maintain MPL grounds during spring and summer 2015. Further discussions will take place regarding fall and winter.
 - *Library building:* the CAO has requested that J. Galloway, Engineer will conduct an overall building assessment. MPL CEO will be advised of a meeting to follow up on the assessment report.
 - *Tax receipts:* Discussions are ongoing with M. Villeneuve, Director of Finance-Treasurer regarding options for issuing tax receipts for donations to the MPL
 - *Human Resources:* G. Green, Director of Human Resources, Health and Safety will provide assistance in development of job descriptions
 - *Policies:* The CAO is providing policy support including examples of relevant policy statements
 - *Asset Management Planning:* J. Galloway will assist in asset management planning in consultation with B. Molesworth
 - *IT planning:* The Town has contracted a consultant to study the IT requirements for the Town; MPL will be included in the study
 - *Strategic Planning:* (See item in Business Arising - B. Molesworth to notify W. Crown, Director of Planning of MPL interest in participating in the Town's Official Plan Review)

Action: Follow up with appropriate Town staff members to capitalize on these support items

Responsibility: B. Molesworth, Board

12.2 Update on G. Hume's Visit Thursday 21 May 2015, 11:30 am at MPL Assembly Room:

- 29 positive responses to first invitation; another e-mail to be sent to increase participation
- B. Kettle B. Molesworth and T. Sheridan will meet G. Hume for dinner on the eve of the meeting
- B. Desroches volunteered to attend the donations table
- Lunch is to be catered by Feast, a new local enterprise (\$7 per person)
- Desert volunteered by B. Kettle, M. Pearce, T. Sheridan
- Token gift book: *Midland in Georgian Bay*
- T. Sheridan is exploring possibility of tax receipt for donation of Hume's time

12.3 Battle of the Books

- B. Kettle, Board liaison for this project, outlined the program. It is a competition among teams of grade 4, 5 and 6 students from local schools. Participating teachers will receive a list of books in October 2015 for students to read in preparation for a two stage competition in April 2016
- Library staff is preparing the program in consultation with B. Kettle (visiting schools,

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developing program logo, obtaining trophy, etc.)

12.4 Trustee Council 4 Report

- B. Kettle presented a report (attached) on the Council 4 meeting she attended on 18 April 2015 as the representative of the MPL Library Board
- The meetings are a combination of networking, information sharing and updates on various issues of concern to public library trustees, including updates from representatives of OLBA and FOPL.
- Each regional Council meets twice yearly in various locations in the region it serves. For background information on these councils supported by SOLS, visit <http://www.sols.org/index.php/share-collaborate/networking-meetings/trustee-councils>

12.5 Meet + Greet with Library Staff

- Members of the Board will meet staff for coffee and dessert prior to the May Board meeting

13 Information

13.1 CEO Report

- to be deferred to the May 2105 meeting of the MPL Board

13.2 Correspondence

- None was received

13.3 Next Meeting

- **Date:** 14 May 2015
- **Notice of Motion (T. Sheridan):** To change the position of the Board's Recording Secretary from a CEO designate to a Board volunteer

#14 Adjournment

Moved by: M. Pearce

Seconded by: B. Desroches

That the meeting be adjourned at 8:47 pm

Carried

Signed:



T. Sheridan, Chair



K. Stief, Recording Secretary

Date: 14 May 2015