

MIDLAND PUBLIC LIBRARY BOARD MEETING MINUTES

Thursday, 10 September 2015 @ 7:00 pm

Location: MPL Board Room

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

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: S. Strathearn

Seconded by: L. Roy

That the agenda be approved as circulated

Carried

3. Declaration of Pecuniary Interest

Discussion:

- There were no declarations.

4. Approval of Minutes

4.1 for 13 August 2015 MPL Board Meeting

There were no changes

Moved by: P. Pantling

Seconded by: B. Kettle

That the minutes for the 13 August 2015 meeting be approved as circulated

Carried

4.2 for 26 August 2015 MPL Board Meeting

There were no changes

Moved by: B. Desroches

Seconded by: S. Strathearn

That the minutes for the 26 August meeting be approved as circulated.

Carried

5. Business Arising from Previous Minutes

5.1 CEO monthly report – September 2015 – new format and business arising (Attachments 1(a), (b) and (c))

Discussion:

- The current report circulated in advance (Attachment 1 (a) provides a concise update on most items arising from previous minutes' However, to ensure that the updates

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are complete, the secretary will compile and circulate a list of any outstanding items to be addressed in future reports

- The CEO circulated an addendum (Attachment 1(b) clarifying some of the information and calculations discussed in conjunction with the budget at the 26 August meeting (item 7.1)
- Data regarding circulation, membership, services and usage for August 2015 show small increases in most categories since 2014 except for databases (Ebsco, Gale) where there has been a significant increase
- There was an exchange of views on ways in which the Board and the CEO can work together more effectively to meet the new challenges of the 2016 budget and implementation of the new Strategic Plan

Action: Compile a list of business items arising from previous minutes to be addressed in future CEO Reports

Responsibility: K. Stief, B. Molesworth

5.2 OLBA Leadership by Design

Discussion:

- T. Sheridan reported that these webinars are intended by OLBA to be done with the Board as a group, not as individuals.
- Given more pressing Board priorities, we agreed to defer discussion of further participation until January 2016

6. Approval of the Accounts for August 2015

6.1 Operating Financial Statement (Attachment #2)

Discussion:

B. Molesworth explained that:

- Line 1140 Overtime was for payment of student Pages who worked extra hours at various duties at their regular rate. Currently there are 7 Pages, some of whom have worked at MPL for 4 years
- Line 0360 Program Registration Fees was in error as it should include other donations. This reflects a larger issue- detailed accounting of donations- which B. Molesworth is discussing with M. Farinha, Financial Controller
- Line 0960 There is \$14,000 still to come from Capital Reserve to pay debt charges.

Moved by: B. Desroches

Seconded by: S. Strathearn

That the Operating Financial Statement for August 2015 be approved as circulated

Carried

Action: Get more detailed information re financial reporting of donations from the Town

Responsibility: B. Molesworth

6.2 Cheque Distribution report for August 2015

Moved by: L. Roy

Seconded by: B. Kettle

That the Cheque Distribution Report for August 2015 be approved as circulated.

Carried

7. Report of Board Committees

7.1 Finance – 3rd Review of 2016 Budget

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Discussion:

B. Molesworth circulated his Budget assumptions (Attachment #4) for discussion.

- The transition to the ILS system (Sirsi/Dynix) will begin in January 2016 and take 4 months
- There are some differences in implementation costs quoted earlier in the IT Study and more recent figures from the County, in particular an up-front cost of \$30,000, \$10,000 more than quoted in the Study and additional database costs of \$6,000.
- The transition to Sirsi/Dynix will remove the need to set aside funds to purchase a new system in the future
- To meet our budget target of 0% increase we can use Development Charge revenue for capital expenses and collections

T. Sheridan circulated an Alternative Draft Budget along with figures from the 2015 Budget and 13 August Draft 1 (Attachments 5 (a), (b) for comparison and discussion.

- The allocation for Maker Space is an estimate of the costs to develop the concept and a plan for this project. The costs of the project, determined in the plan and likely to be implemented in 2017 would be raised by a variety of means: fundraising, partnerships, sponsorships, etc.
- The difference of \$16,000 between the estimated from the County and the Town's IT plan for initial costs of the ILS (\$36,000 vs \$20,000) is an issue for MPL to negotiate with the Town and County. MPL should begin with the assumption that our cost would be \$20,000 as initially presented to us. A signed agreement is necessary to specify and guarantee both initial and ongoing costs
- The Technology Reserve fund of \$46,000, originally intended as part of purchase price of a replacement ILS can now be redeployed for other costs and initiatives
- MPL will need to negotiate an agreement with the Town for IT services
- Purchase of Biblioteca kiosks to enhance automation of both sign-in and sign-out of library materials is included. Before proceeding, the Board and the CEO need to explore completely the operational capabilities of the kiosks, and the potential savings in staff time.

Moved by: S. Strathearn

Seconded by: B. Desroches

That the 9 September 2015 Alternate Draft of the Budget be approved pending quotes on the ILS (system and database) from the Town and the County

Carried

Action:

1. Negotiate costs for ILS with the Town and the County

Responsibility: B. Molesworth and T. Sheridan

2. Study feasibility of using kiosks for automated sign-in as well as sign-out materials

Responsibility: B. Molesworth

3. Attend demonstration of the ILS at the Simcoe County Library on 24 September 2015 at 10 am

Responsibility

CEO and Board members

7.2 Policy Committee Update

The Committee has reviewed SOLS and MPL policies in the following areas:

- Foundation

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- Governance
- By-laws
- Fundraising
- Human Resources

There are additional gaps still to fill, e.g., Board member Recruitment

Discussion:

- The Board will get a draft of the new policy package for review and approval at the November meeting

Action: Compile a draft policy document and circulate to members of the Board for approval at the MPL November Board meeting.

Responsibility: B. Molesworth

7.3 IT

- Meeting with Simcoe County Library on 24 September at 10 am
- Meeting with Biblioteca – TBA

7.4 Strategic Plan

T. Sheridan presented a draft Action Plan for Top Priorities (Attachment #6)

Discussion:

- Change the launch date for the community survey to 1 October 2015

Moved by: B. Desroches

Seconded by: P. Pantling

That the Immediate Action Plan for Top Priorities of the MPL 2015 Strategic Plan be adopted for implementation

Carried

Action: Implement the action plan and report to Board

Responsibility: B. Molesworth supported by the MPL Board

7.5 Fundraising

This item was deferred

7.6 Friends of the Library

B. Molesworth reported that they are continuing their much appreciated support.

8. New Business

8.1 Meeting with Town Council

T. Sheridan reported that she had made a presentation to the Town Council on 9 September 2015 from 6:30 to 7:00 pm (See Attachment #8)

The outline of the new MPL Strategic Plan was well received. Councillors asked questions indicating their interest in several issues including the Maker Space, Sunday open hours, collaboration with the Simcoe County Library, energy efficiency, IT availability and us both for patrons and staff, collaboration with the Midland Cultural Centre and emulating best practices in other libraries. The Mayor enquired about our HR plans to achieve staffing efficiencies to reduce the percentage of the budget allocated to payroll. In conclusion he remarked that the MPL goals are well-aligned with the Town's Strategic Plan and that he was very pleased and had great expectations for MPL success.

8.2 Battle of the Books update

This item was deferred

8.3 Books to Eat 2016

This item was deferred

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8.4 Survey Status

- **Staff Survey:** The staff survey, previously circulated is ready to be deployed.

Moved by: S. Strathearn

Seconded by: P. Pantling

That the Staff Survey be adopted for implementation in October 2015

Action: Present the staff survey in the context of the new Vision and Mission Statements for completion by the staff in October

Responsibility: B. Molesworth

- **Community Survey:** The Community survey approved at a previous meeting is ready for deployment

Action:

1. Mount the survey and test on Survey Monkey by 24 September

Responsibility: B. Molesworth

2. Place a notice on the Town website publicizing the survey and encouraging citizens to complete it

Responsibility: B. Molesworth

3. Prepare a press release for local media (The Mirror) publicizing the survey and encouraging citizens to complete it.

Responsibility: B. Molesworth

8.5 MPL Organizational Framework (Attachments 8(a), (b))

T. Sheridan circulated two versions of a proposed schematic of an organizational structure for MPL that incorporated detailed outline prepared by the CEO and circulated before the meeting for discussion

Discussion:

- This is useful framework for informing and guiding the CEO in developing the MPL organizational structure and job descriptions to align with the Strategic Plan and Business model discussed previously
- The staff will have insights and suggestions to refine the framework

Action: Provide opportunities for staff to discuss the use of this as a guiding framework as the organizational structure evolves within the context of the MPL Strategic Plan, the vision and the mission.

Responsibility: B. Molesworth

9. CEO Report

9.1 **CEO Report-August:** See item 5.1 where discussion for this item was completed.

9.2 **Correspondence:** There was no correspondence

9. Next Meeting

Date: 8 October 2015

Time: 7:00 pm

10 Adjournment

Moved by: B. Desroches

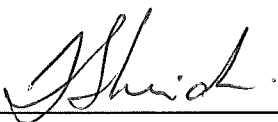
Seconded by: K. Stief

That the meeting be adjourned at 9:35 pm

Carried

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Signed:



T. Sheridan, Chair



K. Stief, Recording Secretary

Date: Oct. 8/15

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Attachment #1 (a) Librarian's Report September 2015

Attachment #1 (b). Addendum

Attachment #1 (c) Data August 2015

Attachment #2 Library Operating Financial Statement as of August 31, 2015

Attachment #3 MPL Cheque Distribution Report for August 2015

Attachment #4 MPL 2016 Budget Assumptions

Attachment #5 (a) Alternative Draft Budget for 2016

Attachment #5(b) Alternative Draft Budget for 2016- Comparative Figures from 2015 Budget and Draft 1, 13 August 2015

Attachment #6 Draft Immediate Action Plan for Top Priorities of MPL 2015 Strategic Plan

Attachment #7 Presentation to Town Council

Attachment #8 (a) Proposed Organization

Attachment #8 (b) Proposed Organization and Responsibilities to Align with 2015 Strategic Plan