
MIDLAND PUBLIC LIBRARY BOARD MEETING MINUTES

Thursday, 8 October 2015 @ 7:00 pm

Location: MPL Board Room

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

1. Call to Order

Discussion:

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

2. Approval of the Agenda

Discussion:

The agenda was reviewed and the following changes were requested under item 10. New Business.

- Approval of the MPL –Tiny Township Funding Agreement for Library Services
- MPL roof repairs
- MPL bank signing authority update
- Support for letter to Ministry of Tourism, Culture and Sport

Moved by: S. Strathearn

Seconded by: K. Stief

That the agenda be amended to include the items requested.

Carried

3. Declaration of Pecuniary Interest

Discussion:

- There were no declarations.

4. Approval of Minutes

4.1 for 10 September 2015 MPL Board Meeting

There were no changes.

Moved by: B. Desroches

Seconded by: B. Kettle

That the minutes for the 10 September 2015 meeting be approved as circulated.

Carried

4.2 for 28 September 2015 MPL Board Meeting

The names of the mover and the seconder of the motion to approve the recommended changes to the 2016 Alternate Budget discussed in the Closed Session be included as follows:

Moved by: S. Strathearn; Seconded by: M. Pearce.

Moved by: B. Desroches

Seconded by: S. Strathearn

That the minutes for the 28 September meeting be approved as amended.

Carried

MIDLAND PUBLIC LIBRARY BOARD MEETING MINUTES

5. Closed Meeting

Moved by: S. Strathearn

Seconded by: L. Roy

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 the purpose of considering personnel matters concerning an identifiable staff individual

Carried

Moved by: S. Strathearn

Seconded by: L. Roy

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

Carried

In Open session

Moved by: B. Gorski

Seconded by: B. Desroches

That Midland Public Library Board confirm its discussions concerning an identifiable staff individual in the closed session and that the Chair of the Board be authorized to discuss the agreed upon performance evaluation with the identifiable staff individual.

Carried

Action: Discuss the agreed upon performance evaluation with the identifiable individual.

Responsibility: T. Sheridan

6 Finance-Review of 2016 Alternate Budget Revision 3 (Attachment #1)

T. Sheridan presented the 2016 Alternate Budget Revision 3 for discussion.

Discussion

- This version incorporates changed salaries for 2016
- The revised total operating budget (net) meets the zero per cent target approved by the Board
- Increases in spending of \$10,000 over Revision 2 for program and plans for the Maker Space are included.

Moved by: S. Strathearn

Seconded by: B. Gorski

That the 2016 Alternate Budget Revision 3 be approved for submission to the Town.

Carried

Action: Submit revised budget to the Town

Responsibility: T. Sheridan

7. Business Arising from Previous Minutes

Business arising from previous minutes was deferred. A list of these items was circulated by K. Stief in advance of the meeting. Many or all of these items will be addressed in the CEO report

MIDLAND PUBLIC LIBRARY BOARD MEETING MINUTES

at future meetings as discussed at the 10 September MPL Board meeting.

8. Approval of the Accounts for September 2015

8.1 Operating Financial Statement (Attachment #2)

Discussion:

B. Molesworth explained that:

- Line 3536, and 3580: Unexpected budget overages in alarm monitoring and equipment lease were caused by an unanticipated breakdown of a compressor that led to problems with the alarm system
- Line 3570: additional software was required to enable staff to have remote access to IT systems.

Moved by: B. Desroches

Seconded by: L. Roy

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

Carried

8.2 Cheque Distribution report for September 2015

Moved by: B. Gorski

Seconded by: M. Pearce

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

Carried

9. Report of Board Committees

9.1 Policy

This item was deferred to the next meeting

9.2 IT

B. Molesworth advised the Board that:

- Although he has received from G. Hall at the Simcoe County Library Co-operative no firm date for starting the transition to the Symphony ILS he expects this to occur before year-end.
- 3M can update existing equipment to handle sign-in and sign-out of materials requiring an additional cost for new monitors. Costs for alternate solutions such as Biblioteca's are unknown. In either case adding check-in functionality will require reconfiguration of the circulation desk space and rather difficult changes in procedures.

Action: Arrange a meeting for the Biblioteca representative to present to Board members a proposal for comparison in October

Responsibility: B. Molesworth, T. Sheridan

9.3 Strategic Plan

This item was deferred to the next meeting pending results of community survey.

9.4 Fundraising

This item was deferred to the next meeting.

9.5 Friends of the Library

This item was deferred to the next meeting.

10 New Business

10.1 Battle of the Books update

This item was deferred

MIDLAND PUBLIC LIBRARY BOARD MEETING MINUTES

10.2 Books to Eat 2016

This item was deferred

10.3 Survey Status

- **Staff Survey:** Staff members are preparing responses to the survey in hard copy but will be asked to input online.

Action: Post the staff survey on Survey Monkey to facilitate input and analysis of staff responses.

Responsibility: B. Molesworth

- **Community Survey:** We have received over 80 responses so far to the community survey. L. Roy is reviewing responses and will circulate summaries

10.4 December 2015 Board Meeting

There will be a meeting on 10 December 2015

10.5 February 2016 Board Meeting

The February Board meeting will move from the second to the fourth Thursday of the month, 25 February 2016.

10.6 MPL-Tiny Township Funding Agreement for Library Services (Attachment #4)

B. Molesworth presented the final agreement for approval and signing. He reported that Tiny Township has agreed to the terms of the draft agreement as presented by him and reviewed by the Board at its 11 June 2015 meeting.

Moved by: L. Roy

Seconded by: B. Kettle

That the MPL-Tiny Township Funding Agreement for Library Services be approved as presented.

Carried

Action: Sign the agreement on behalf of the MPL Board

Responsibility: T. Sheridan as Chair and K. Stief as Secretary

10.7 Building Repairs

- B. Molesworth reported that the roof on the older part of the building requires repairs. He has obtained a quote within the maximum limit for sole sourcing to complete the work. The majority of the funds are available in the building maintenance budget.

Moved by: B. Gorski

Seconded by: K. Stief

That the contract and funds required for roof repairs be approved.

Carried

Action: Proceed to have the work completed

Responsibility: B. Molesworth

- B. Molesworth reported that the front stairs under the clock tower might have to be replaced to bear the weight of a proposed canopy and the existing archway.

Action: Consult with the Town's Engineer regarding the project and bring drawings and estimates for discussion at the next Board meeting.

Responsibility: B. Molesworth

10.8 MPL Bank Signing Authority

B. Molesworth reported that the signing authority at the bank requires the signature of two of the following on cheques issued by MPL:

- Chair of the Finance Committee
- CEO

MIDLAND PUBLIC LIBRARY BOARD MEETING MINUTES

- Chair of the Board

Bank records are not up to date with the names of some of these signatories.

Moved by: M. Pearce

Seconded by: B. Desroches

That the Board confirm the existing signing authority signatories

Carried

Action: Update names of the signatories as necessary

Responsibility: B. Molesworth

10.9 Simcoe County Library Board Letter to the Ministry of Tourism, Culture and Sport.

B. Molesworth reported that the Simcoe County Library Board has requested that member libraries endorse a letter to the Ministry protesting the discontinuing of certain funds that will lead to increases in costs for items such as databases at the local and county level.

Discussion:

- A single letter from a powerful voice such as SOLS would be more persuasive than individual letters from libraries at local or county level.

Action: Report to the Board on further developments at the next meeting.

Responsibility: B. Molesworth

11 CEO Report

11.1 CEO Report-September (Attachment # 5 (a) and 5 (b))

The September Librarian's report and accompanying circulation data were circulated.

Discussion was deferred.

11.2 Correspondence:

None was received.

12. Next Meeting

Date: 12 November 2015

Time: 7:00 pm

13 Adjournment

Moved by: S. Strathearn

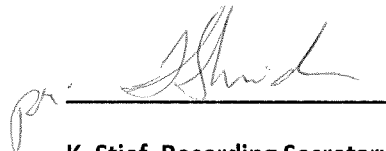
Seconded by: B. Gorski

That the meeting be adjourned at 9:05 pm

Signed:



T. Sheridan, Chair



K. Stief, Recording Secretary

Date: Nov. 12/15