

Midland Public Library Board Meeting Minutes

Tuesday, December 29, 2015 at 3 p.m.

Teleconference

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

1. Call to Order

Discussion:

- The meeting was called to order by the Chair, Trisha Sheridan at 3:10 pm.

2. Declaration of Pecuniary Interest

Discussion:

- There were no declarations.

3. Closed Meeting

Moved by: M. Pearce

Seconded by: K. Stief

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 candidate for MPL CEO.

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: M. Pearce

Seconded by: B. Desroches

That the Midland Public Library Board confirms its discussions concerning an identifiable individual for CEO candidate in the closed session held on December 29, 2015 and that the Chair of the Board is authorized to pursue discussions with CEO candidate.

Carried

Action: Proceed with discussions with CEO candidate.

Responsibility: T. Sheridan

4. Adjournment

Moved by: B. Desroches

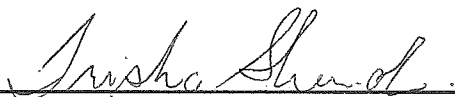
Seconded by: K. Stief

That the meeting be adjourned at 3:50 p.m.

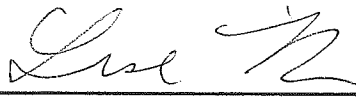
Carried

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Signed:

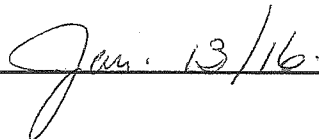


T. Sheridan, Chair



L. Roy, Acting Recording Secretary

Date:



Midland Public Library Board Meeting Minutes

Monday, December 21, 2015 at 5 p.m.

Location: MPL Board Room

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

1. Call to Order

Discussion:

- The meeting was called to order by the Chair, Trisha Sheridan at 5 pm.

2. Declaration of Pecuniary Interest

Discussion:

- There were no declarations.

3. Update on Meeting with the town of Penetanguishene

Discussion

- Meeting to explore sharing opportunities between the two libraries was held on December 15, 2015. Attendees were the mayors and CAOs of Penetanguishene and Midland, the chairs of the Midland and Penetanguishene Libraries, and the CEO of the Penetanguishene Library. At that meeting it was decided that the chairs will address their respective boards to determine if there is any interest in further discussing the possibility of sharing the Penetanguishene CEO with the Midland Public Library.

Moved by: L. Roy

Seconded by: M. Pearce

At this time, the Midland Public Library will not be pursuing discussions for a shared personnel agreement with the Penetanguishene Library.

Carried

4. Interim Leadership and Signing Authority

Discussion:

- Gail Griffith's retirement is effective December 31, 2015. Judy Keefer has accepted interim leadership responsibility for the Library beginning January 1, 2016. Judy has indicated that she would like to return to her former role once a new CEO is hired.
- Signing authority for J. Keefer will be to approve all one-time large expenditures approved in the 2016 budget. All other expenditures >\$1,000 will be approved by Ben Gorski or Trisha Sheridan.

5. Temporary Credit Card

Moved by: K. Stief

Seconded by: B. Kettle

Midland Public Library Board Meeting Minutes

That until a new CEO has been hired, the Town of Midland issue a temporary credit card in the name of B. Gorski to be used by the MPL staff for online purchases.

Action: Ben to visit the Town of Midland office to sign the appropriate paperwork to obtain the credit card for the use of the Midland Public Library staff.

Carried

6. Administrative Item

Moved by: S. Strathearn

Seconded by: K. Stief

That the MPL capacity grant of \$2961 received in August 2015 be moved from Account 1-48-762-0510-0641 to the 7122 *Equip/Auto Reserve* in readiness for expenditure prior to March 26, 2016.

Carried

7. CEO Candidate

Discussion

- * • MPL has received several submissions for CEO.
- Initial discussions with promising candidates will be undertaken by K. Stief and T. Sheridan.
- In order to not slow down the hiring process, results will be reviewed with the Board as soon as feasible in a teleconference.

Moved by: M. Pearce

Seconded by: P. Pantling

That the Board empowers T. Sheridan, Chair, and K. Stief to meet with selected candidates for the CEO/Chief Librarian position for a preliminary assessment of qualification presented in their application.

Carried

8. Next Meeting

Date: January 14, 2016

Time: 7:00 p.m.

9. Adjournment

Moved by: S. Strathearn

Seconded by: L. Roy

That the meeting be adjourned at 5:50 p.m.

Signed:



T. Sheridan, Chair



L. Roy, Acting Recording Secretary

Date: Jan. 13/16.

MIDLAND PUBLIC LIBRARY BOARD MEETING MINUTES

10 December 2015 @ 7:00 pm

Location: Library

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

1. **Call to Order**

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

2. **Approval of Agenda**

The Agenda was reviewed and no changes were requested.

Moved by: B. Gorski

Seconded by: S. Strathearn

That the agenda be approved as circulated.

Carried

3. **Declaration of Pecuniary Interest**

There were no declarations.

4. **Approval of 12 November 2015 MPL Board Minutes**

There were no changes.

Moved by: M. Pearce

Seconded by: B. Gorski

That the agenda be approved as circulated.

Carried

5. **Approval of November Accounts**

5.1 **Financial Statements**

B. Gorski confirmed that he reviews the Financial Statements only occasionally with the CEO. In the absence of a CEO, T. Sheridan will request Financial Statements to ensure they are included with future agendas. If the Board has any questions related to the Financial Statements, B. Gorski will review these with the Town.

Discussion

Meeting Expenses are over budget (line 3020 of Financial Statements).

Action: B. Gorski will review with the Town and report back to the Board

5.2 **Cheque Distribution Report Discussion**

- T. Sheridan noted there were several line items for *Lost Books* which had not been observed in previous Cheque Distribution Reports. There was discussion that the expectation was that patrons responsible for losing these books pay for

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replacement. B. Kettle indicated that patrons pay for depreciated value of the book, but the library must pay full price to replace.

Action: B. Gorski will follow-up and report back to the Board.

- B. Desroches questioned the purpose of *Irena's Cleaning Services* (line 8885) when the MPL has other cleaning arrangements.

Action: B. Gorski will address.

- B. Desroches wants more information on the *International Readings* expense (line 9024).

Action: B. Gorski will follow-up and report back to the Board.

- B. Desroches noted there were no details for the MasterCard charges.

Action: B. Gorski will get details and report back to the Board.

- T. Sheridan questioned the *Criterion Pictures* item. B. Kettle suggested it was a fee payable by MPL required to show movies.

Action: B. Gorski will get details and report back to the Board.

6. November Statistics

November Statistics are unavailable due to inability to recreate previous reports. T. Sheridan is addressing with staff, but indicates statistics will not be available before 2016.

7. Report of Board Committees

7.1 Policy Committee Update

K. Stief reviewed draft in detail and made several edits.

Moved by: B. Gorski

Seconded by: S. Strathearn

To approve the new Policy Document with changes

Carried

Action: T. Sheridan to incorporate K. Stief edits

7.2 IT - ILS Implementation Schedule

T. Sheridan reviewed schedule (attached) with G. Hall of SOLS and informed the Board of a delay due to G. Hall's attendance at OBA at end of January. Most work will be undertaken by SOLS. Website will need to be down for 2 days to convert to new application. G. Hall noted this time could be used for training of staff. Patrons will be informed of downtime on the website and by word of mouth by Library Staff.

T. Sheridan has received a second quote from Bibliotheca that is less than the original quote.

Moved by: S. Strathearn

Seconded by: B. Kettle

To defer the discussion with regards to upgrading the existing kiosks.

Carried

7.3 Strategic Plan

On hold

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Action: To be completed in the New Year.

8. New Business

8.1 Banking Resolution.

Given B. Molesworth's retirement, changes are required to banking signing authority.

Moved by: M. Pearce

Seconded by: P. Pantling

That B. Molesworth and the former Chair, John Swick be removed from bank signing authority and Marc Villeneuve, Town CFO, B. Gorski, Board's Finance Chair, and T. Sheridan, Chair of the Board, be added to signing authority.

Carried

8.2 SOLS recommendation of Signing Authority for Provincial Grants Request

There was missing information in the submission for the grant and SOLS assisted G. Griffith in completing the form. As per SOLS recommendation, in the absence of a CEO, T. Sheridan will be the signatory for any Provincial grants until a new CEO has been hired.

8.3 MOU with Town of Midland

K. Stief made some recommendation of changes to the Memorandum of Understanding.

Moved by: S. Strathearn

Seconded by: B. Gorski

That the Chair work with the Town's CAO to finalize the MOU for January 1, 2016 implementation.

Carried

Action: T. Sheridan will incorporate the changes and then work with the Town's CAO to finalize the MOU for January 1, 2016 implementation.

8.4 Survey Status Analysis

Work continues. It was recommended to publish results of the survey in the Mirror.

Action: K. Stief and L. Roy will complete the analysis of the Community Survey to present in the New Year

8.5 Chair Discussion with Penetanguishene Public Library Chair and CEO

Discussions continue with December 15 meeting with Mayors and CAOs of Penetanguishene and Midland, and with CEO and Chairs of Midland and Penetanguishene libraries.

8.6 CEO Job Posting, Transition Period

T. Sheridan is working with MPL staff to develop an interim management plan to transition from G. Griffith, who is retiring. A few resumes have been received in response to MPL CEO Job posting. More are expected after the holiday season.

8.7 North Simcoe Community Futures Development Corporation (NSCFDC)

T. Sheridan and P. Pantling attended a meeting with Bob Minhas, Small Business Consultant with the NSCFDC. B. Minhas is interested in a partnership with MPL where he could present topics of interest to the community. B. Kettle expressed interest in presentation targeted to teenagers.

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Action: T. Sheridan will follow-up with B. Minhas to get a list of potential workshops/presentations.

8.8 Christmas/Retirement Gathering

Only a few staff has accepted the invitation, but expect more to respond by Tuesday deadline. T. Sheridan is making arrangements for food and drink.

8.9 OLA Super Conference, January 27-30 Attendance

For various reasons, no board members will be attending this year's conference.

9. Next Meeting

Date: January 14, 2016 Time: 7:00 p.m.

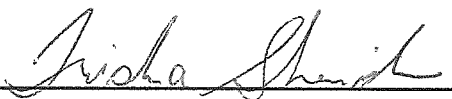
10. Adjournment

Moved by: M. Pearce

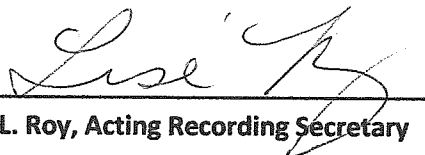
Seconded by: B. Gorski

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

Signed:



T. Sheridan, Chair



L. Roy, Acting Recording Secretary

Date: _____

Jan. 13/16