



Midland Public Library

Board Meeting Minutes
Thursday, 19 July @ 7:00pm

Location: Midland Public Library – 3rd Floor Boardroom

Present B. Desroches, R. Bald, G. Nowak, K. Stief, P. Pantling
Regrets L. Roy, B. Kettle, B. Gorski
Staff C. Witzke, CEO

1. Call to Order

The meeting was called to order by the Vice- Chair at 6:55pm

2. Declaration of Pecuniary Interest

None

3. Approval of the Agenda

Motion to approve the agenda

Moved by: G. Nowak

Seconded by: K. Stief

Carried

4. Approval of Minutes for June 2018 MPL Board Meeting

Motion to approve the June 2018 Board Meeting Minutes

Moved by: K. Stief

Seconded by: R. Bald

Carried

5. Correspondence

- One letter was shared with the board regarding a donation to the library.

6. Security Update

Discussion:

The OPP Facility Assessment has been completed and C. Witzke is reviewing the report with our Health & Safety Committee to see what additional changes we can make to improve facility in the Library.

7. New Business



a.) Policy Updates

C. Witzke summarized the policies that had been provided to the board in advance, for review and approval. K. Stief requested clarification on what the board's would plan should include and how it would look. He suggested that a new policy and/or timeline document be created for the board that aligned deadlines such as strategic plan review, board self-evaluation, CEO evaluation and more. K. Stief volunteered to start a draft of this document and work with C.Witzke to prepare a draft to be brought back to the board for review.

I. GOV-07 Financial Control / Oversight

Motion approve the reviewed & updated policy
Moved by: B. Desroches
Seconded by: R. Bald
Carried

II. GOV-08 Board Advocacy

Motion approve the reviewed & updated policy
Moved by: K. Stief
Seconded by: B. Desroches
Carried

III. GOV-09 Evaluation of the Chief Executive Officer

Motion approve the reviewed & updated policy
Moved by: R. Bald
Seconded by: G. Nowak
Carried

IV. GOV-10 Board Evaluation

Motion approve the reviewed & updated policy
Moved by: K. Stief
Seconded by: G. Nowak
Carried



V. GOV-11 Board Training

Motion approve the reviewed & updated policy

Moved by: B. Desroches

Seconded by: K. Stief

Carried

8. Capital Plan Update

C. Witzke informed the board that tenders for the first floor renovation and the makerspace physical renovations were now public. Notices were posted in the Midland Mirror, as well as on our website and Biddingo.com. Tenders will remain open until August 8th. The Finance Committee will meet on August 9th and we will be calling a brief board meeting on August 10th at 9am for the board to approve the capital spending to award the tender(s) for these project(s).

G. Nowak inquired about what would happen with material due dates during a construction closure. C. Witzke stated that all material due dates would be extended through any periods of closure, ensuring no fines for patrons during such an event. K. Stief inquired about the feasibility of adding financial penalties to the contract should it go past the desired timeline. C. Witzke would investigate this option. The proposed tender would see a closure of up to, but not more than the month of September, 2018. The project scope includes a lot of electrical and network cabling which will prevent regular operation, as well as the physical construction making two main entrances unusable for a period of time. The Library will work with the Town and the Contractor(s) to make the closure as brief as possible.

9. Governance Update

The Board's proposed governance structure is awaiting the adoption of the Terms of Reference (Governance) for consideration and adoption by Council, as suggested by the Midland Public Library Board. This should be completed this summer.

10. CEO Report

Discussion:

C. Witzke discussed the previously supplied CEO report. She reminded the board that during any closure(s) for renovations that staff would all still be working, working on inventory, training and possible outreach services to the community. This would also allow for a lot of progress towards the accreditation process to occur during this time.



11. Report of Board Committees

a) Finance Committee

Discussion:

C. Witzke reviewed the previously supplied Finance Committee report.

Motion to approve the June 2018 Operating Financial Statement

Moved by: K. Stief

Seconded by: B. Desroches

Carried

b) Fundraising Committee

Discussion:

R. Bald discussed the previously supplied Fundraising Committee Report. She highlighted that the fundraising committee is focusing on sponsorships in conjunction with our new volunteer, who is a professional fundraiser. The committee is working on a strategy of fundraising.

c) Nominations Committee

Discussion:

A monthly committee report was previously supplied to the board. C. Witzke thanked L. Roy, B. Desroches and G. Nowak for their work to date on the committee and leading the way on recruitment.

11. Next Meeting

Date: August 16, 2018

Time: 7:00pm

10. Adjournment

Motion to adjourn at 8:00pm

Moved by: G. Nowak

Signed:

R. Bald

~~R. Bald~~, Chair

C. Witzke
C. Witzke, CEO & Recording Secretary

Date: Sept. 20/18