



Midland Public Library

Board Meeting Minutes

Thursday, 18 October @ 7:00pm

Location: Midland Public Library – 3rd Floor Boardroom

Present R. Bald, B. Gorski, G. Nowak, L. Roy, B. Desroches, B. Kettle, K. Stief, P. Pantling

Regrets

Staff C.Witzke, CEO

1. Call to Order

The meeting was called to order, by the Chair - B. Kettle, at 7:05pm

2. Declaration of Pecuniary Interest

None

3. Approval of the Agenda

Motion approve to the October 2018 Board meeting agenda

Moved by: B. Gorski

Seconded by: L. Roy

Carried

4. Approval of September Board Meeting Minutes

Motion approve to the September 2018 Board meeting minutes

Moved by: R. Bald

Seconded by: L. Roy

Carried

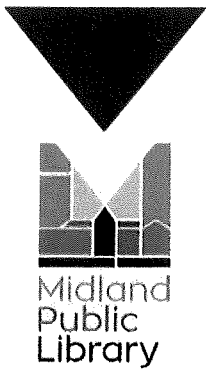
5. Correspondence

B. Kettle informed the Board that their letter to the Mayor & Council regarding security in the library and lack of funding support from the Town had been sent. At the time of the meeting, there had been no response from any members of council.

C. Witzke shared MPL's lip sync battle video with the board, and the popularity it has shown on social media. C. Witzke noted the support of the Midland Fire Department in assisting with this project.

6. Security Update

It has come to the attention of the staff that the vestibule by the back staff door is becoming an area popular for sleeping, drinking and use of drugs – especially during closed hours. This can be verified with security footage. Staff have had to clean up the



area daily, including drug paraphernalia, cans, bottles and human excrement. We are working on some options to resolve this situation. Street Outreach and the OPP have been contacted about the issue.

7. New Business

a. Policy Updates -

C. Witzke reviewed the previously supplied updated Procurement Policy. She noted that this was based on the new procurement policy passed by the Town of Midland earlier this year. It has been requested by the CAO that the Board review this policy for adoption. C. Witzke noted the changes to the Town's version, namely ensuring that the policy was the same but all decision making powers remained with the Midland Public Library Board, and that the Board had the ability to reach out to the Town staff for support as needed.

K. Stief highlighted that all managers should be reporting through the CEO for approval, who would then report to the Midland Public Library Board.

Motion approve to the updated policy OP-18 –Procurement with edit stating that managers report through the CEO for approval and the CEO will then report to the board.

Moved by: K. Stief

Seconded by: B. Gorski

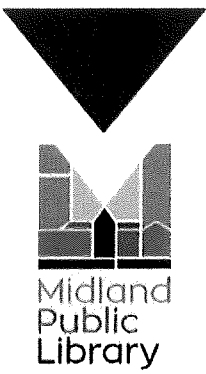
Carried

b. Capital Plan Update

C. Witzke provided Board members with a walk through of the construction and an update about the current state of the renovation projects prior to the meeting. While there were unforeseen delays with construction C. Witzke highlighted the dedication and hard work of Marchand Construction, SCC Electrical, MTN Communications and Triple Tech in ensuring the Library will be up and running as quickly as possible. The scheduled opening date for the 1st floor is Monday, November 5th. The Maker Place on the 2nd floor will open on Saturday, December 1st.

c. Governance Update

C. Witzke informed the Board that council approved the proposed Governance Structure/Terms of Reference for the Community Based Nominations Committee in September. The Community Based Nominations Committee will be touching base with the Town Clerk about the posting for the new board members.



8. CEO Report

C. Witzke discussed the previously supplied CEO report. She discussed the wide variety of new programs coming once the library re-opens and noted the hard work and dedication of the staff during the renovations and inventory projects. There were no questions.

C. Witzke also called for Board members to volunteer to help out making pancakes at the Pancakes & Pajamas event on Sat. Dec. 1st. L. Roy and R. Bald stated their interest, any other members willing to help are asked to contact C. Witzke.

9. In – Camera Session

Motion approve to move to an in-camera session due to sharing of information about an identifiable individual

Moved by: B. Gorski
Seconded by: B. Desroches
Carried

Motion approve to rise from in-camera session

Moved by: K. Stief
Seconded by: B. Desroches
Carried

Motion to approve to act on the decisions made in closed session.

Moved by: B. Gorski
Seconded by: R. Bald
Carried

10. Report of Board Committees

a. Finance Committee

i. August & September Account Updates

C. Witzke informed the Board that due to the Town of Midland's Ransomware attack that all financial services provided to the Library by the Town have been affected. This has had an impact on accounts payable, invoices and the library's access to the FMW



budget software. At the time of the Board meeting none of the library's financial services had been restored.

Motion approve to table approval of the August & September Accounts until appropriate reporting becomes available through the Town of Midland.

Moved by: R. Bald

Seconded by: L. Roy

ii. Draft 2019 Operating Budget

C. Witzke shared a first draft of the 2019 Operating Budget with the Board. However, it was noted that due to the Town of Midland's Ransomware attack that all financial projections and current status reports were not yet finalized; therefore the draft budget may need to be adjusted when a clearer picture of 2018 costs becomes available. The Finance Committee recommends not approving a draft 2019 budget until financial reporting and access to the FMW budget software through the Town becomes available again.

Motion to approve to table approval of a draft 2019 operating budget until appropriate reporting and budget software access becomes available through the Town of Midland.

Moved by:

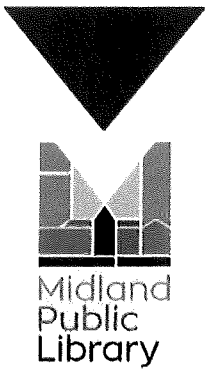
Seconded by:

b. Fundraising Committee

R. Bald discussed work done to date with our volunteer fundraiser. She explained this is a new way of approaching fundraising and that the committee is very excited about this new approach and very thankful for the efforts of our volunteer.

c. Nomination Committee

L. Roy reviewed the previously supplied report. She explained that the goal is to have at least 8 strong applicants applying once the posting goes up. If any members have any ideas of people who may be interested in applying – please spread the word. L. Roy has been touching base with the Town Clerk regarding the posting for new board members. C. Witzke will reach out to Tiny Township to see if they are interesting in also working with the Board's new governance structure and procedure for recruitment. L. Roy also reminded the Board members that if any of them were interested in returning that they would also be required to re-apply through the same process as all other applicants. L. Roy also explained that the Community Based Nominations Committee requires one



additional current Board member to assist with interviews of potential candidates in November. This would be up to a 10-hour commitment. Please contact L. Roy directly if you are interested. Looking for another board member to volunteer to interview board members.

11. Next Meeting

Date: November 22nd, 2018


Time: 7:00pm

12. Adjournment

Motion to adjourn at 8:41pm

Moved by: B. Desroches

Signed:



P. Pantling, Vice Chair



C. Witzke, CEO & Recording Secretary

Date: Nov. 22 / 18