



Midland Public Library

Board Meeting Minutes

Thursday, 20 September @ 7:00pm

Location: Midland Public Library – 3rd Floor Boardroom

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

1. Call to Order

The meeting was called to order by R. Bald at 7:04pm

2. Declaration of Pecuniary Interest

None

3. Approval of the Agenda

Two additions including December meeting date and an in-camera session.

Motion to approve the amended agenda

Moved by: B. Gorski

Seconded by: B. Desroches

4. Approval of July Board Meeting Minutes

Motion to approve the July Board Meeting Minutes

Moved by: B. Desroches

Seconded by: G. Nowak

5. Correspondence

None

6. Security Update

C. Witzke informed the Board that The Downtown Safety Task Force would be sending recommendations to Council that the \$90,000 that had been provided to MPL for security in 2018 be redirected to other community safety efforts. The report was going to acknowledge that none of the recommendations regarding the library, including security services, had been sent to the board for the input or approval.

7. New Business

a. Policy Updates

C. Witzke reviewed the previously supplied updated policies. There were no comments on the amended policies.



Motion to approve the updated policy OP-01 – Protection of Privacy and Access to Information

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

Motion to approve the updated policy OP-02 – Accessible Customer Service

Moved by: B. Desroches
Seconded by: G. Nowak
Carried

Motion to approve the updated policy OP-03 – Collection Development

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

Motion to approve the updated policy OP-04 – Resource Sharing

Moved by: B. Desroches
Seconded by: L. Roy
Carried

Motion to approve the updated policy OP-05: Programming Policy – Protection of Privacy and Access to Information

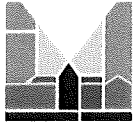
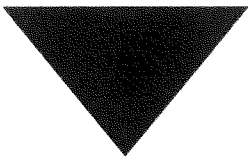
Moved by: R. Bald
Seconded by: L. Roy
Carried

C. Witzke informed the Board that the Town CAO indicated that all future budget funds provided by the Town would come with a requirement that all boards and committees obtaining funding from the Town accept the Town's new procurement policy/bylaw. This policy/bylaw will come before the Board for their review in October.

b. In – Camera Session

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

Moved by: G. Nowak
Seconded by: B. Gorski
Carried



Midland
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Motion to rise from in-camera session

Moved by: B. Gorski

Seconded by: L. Roy

Carried

c. Capital Plan Update

C. Witzke provided Board members with a walk through and an update about the the current state of the renovation projects.

d. Governance Update

C. Witzke informed the Board the their proposed Governance Structure/Terms of Reference for the Community Based Nominations Committee would be going to Council for final approval on Monday, September 24th. C. Witzke will report back to all board members via email about the status of that decision.

8. CEO Report

C. Witzke discussed the previously supplied CEO report. She highlighted that the staff have been working very hard during the renovations on inventories, collection organization, accreditation and programming planning. She noted especially the efforts in relation to inventory, as this is a project that hasn't been completed in over 30 years. L. Roy inquired about future volunteer opportunities with the Library and how they would be promoted. C. Witzke discussed that new volunteer roles were being developed in areas from programming and Makerspace to support to collection maintenance support. All opportunities are posted on the library website and share on social media. When a large number of roles become available there is also the potential to post in the newspaper. C. Witzke reminded the Board that the Friends of the Library group also accepts volunteers regularly.

9. Report of Board Committees

a. Finance Committee

i. Approval of July Accounts

Motion to approve the July 2018 Operating Statement

Moved by: R. Bald

Seconded by: B. Desroches

Carried



ii. August 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 to table approval of the August Accounts until appropriate reporting becomes available through the Town of Midland.

Moved by: B. Desroches

Seconded by: R. Bald

Carried

b. Fundraising Committee

R. Bald discussed the previously supplied report. She highlighted the efforts of the new volunteer with the Fundraising Committee, stating he was provided a wealth of information and support and that the committee feels very confident in his approach to our future fundraising efforts.

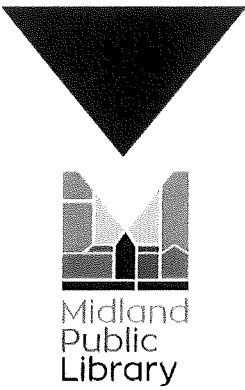
R. Bald reminded Board members of the following key date:

Annual Christmas Market – Saturday, Dec. 8th

Noting that Board members were being called upon to help with the day of the event, to bake cookies for the Cookie Walk and that one Board member was needed specially, to organize the Cookie Walk this year. Board members are requested to reach out to R. Bald regarding helping out and preparing cookies.

c. Nomination Committee

L. Roy stated that the goal is to get at least 8 applicants when the positions are posted. She also mentioned she would be planning a Board recruitment open house on Thursday, October 4th from 4pm-7pm. She requested Board members to volunteer in shifts, with 2 volunteers at a time. Please contact L. Roy with your availability for that date.



She also noted that the draft Board member application form was sent out to board members with their board package. She asked that any commentary be provided before the end of the week so that it can be formatted and taken to the Town Clerk for review.

The CBNC will also need 1 more Board member to volunteer to assist with the applicant interviews. This will occur in November and will require up to a 10 hour commitment. Board members are to let L. Roy know if they are able to participate.

C. Witzke also reminded Board members that their terms on the Board will end when the new council appoints the New Board Members. Current members of the Board who wish to re-apply are highly encouraged to do so.

10. December Meeting

The Board discussed the proximity of the scheduled December 2018 Board meeting to the Christmas holidays. It was decided that it would be more convenient for everyone to hold the meeting a week earlier on Thursday, December 13th at 7:00pm. C. Witzke will update the website to reflect this change of date.

Motion to change the date of the December 2018 Board meeting to December 13th, 2018

Moved by: L. Roy
Seconded by: B. Desroches
Carried

11. Next Meeting

Date: October 18, 2018
Time: 7:00pm

12. Adjournment

Motion to adjourn at 8:56pm
Moved by: B. Desroches

Signed:



B.Kettle, Chair

Date: 10/18/18



C. Witzke, CEO & Recording Secretary