



Midland Public Library

Board Meeting Minutes

Thursday, 13 December @ 7:00pm

Location: Midland Public Library – 3rd Floor Boardroom

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

1. Call to Order

The meeting was called to order, by the Chair, B. Kettle, at 7:00pm

2. Declaration of Pecuniary Interest

None

3. Approval of the Agenda

Motion approve to the December 2018 Board meeting agenda

Moved by: L. Roy

Seconded by: R. Bald

Carried

4. Approval of November Board Meeting Minutes

Motion approve to the November 2018 Board meeting minutes

Moved by: B. Gorski

Seconded by: L. Roy

Carried

5. Correspondence

C. Witzke shared a Thank You card to the Board from B. Reynolds for her Retirement Party. C. Witzke also shared a Christmas card given to the Library from a patron and shared his story about his exit from the prison system and how the Library helped him get back on his feet. The Library staff are so proud of how far he has come and were honored to have received a holiday card from him, thanking MPL for their support.

6. Security Update

C. Witzke shared the recent incidents in relation to Library security. There have been a few incidents in which the Library staff have utilized the help of security, Street Outreach and the OPP. The cold weather definitely has an impact on the likelihood of incidents. The presence of security continues to be a welcome addition and large deterrent for those patrons who have caused issues, past and present.



The guards are very mild mannered and soft-spoken with patrons but quick to assist when needed.

7. New Business

a. Policy Updates – No policy updates for this month.

b. Capital Plan Update

C. Witzke provided an update about the status of the capital projects, highlighting with the exception of some minor trim in the MakerPlace, the renovation projects are now complete. In preparing to look ahead for 2019 the Town of Midland Staff had informed the Library about the need to deal with crumbling mortar on the original part of the building. On the front side of the building, facing King Street, the mortar is deteriorating and above the windows on the second floor has deteriorated to the extent that the large stones have shifted. This places a lot of pressure on the windows and in one specific window is actually causing the window to bow. This increasing pressure can lead to the window imploding. The Library has been in contact with the Town of Midland Operations Department to work with us on figuring out how to resolve this issue in 2019, as the weather must be warmer to correct the masonry. In the meantime, the Library will be installing a Plexiglas insert inside the window to protect patrons, staff and equipment should the window break due to the pressure.

The new wall by the back staff entrance is in the planning stages and will be implemented. The Town of Midland is working with the Library through the building permit and construction process.

Window in maker space

Back staff entrance wall

c. Board Legacy Document

B. Kettle discussed the previously supplied Board Legacy document and the commentary submitted by all other Board members.

Motion approve to the Board Legacy Document with the amendments as noted

Moved by: B. Gorski

Seconded by: R. Bald

Carried



Motion approve to share the Board Legacy Document with the Mayor

Moved by: B. Desroches

Seconded by: R. Bald

Carried

8. CEO Report

C. Witzke discussed the previously supplied CEO report. L. Roy inquired about the next Library deputation to Council. C. Witzke shared that MPL is scheduled for their first deputation of 2019 on Wednesday, January 23rd at 7pm. She asked that Board members be in attendance to show support for the Library.

L.Roy asked that the CEO prepare a list of important annual dates to be provided to the new Board at the start of their term to allow for planning.

Motion approve to share the Board Legacy Document with the Mayor

Moved by: B. Desroches

Seconded by: R. Bald

Carried

9. In – Camera Session

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

Moved by:

Seconded by:

Carried

Motion approve to rise from in-camera session

Moved by:

Seconded by:

Carried

10. Report of Board Committees

a. Finance Committee

i. November Account Updates

C. Witzke discussed the previously supplied financial statements.



Motion to approve the November 2018 Operating Financial Statement

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

Motion to approve the 1.5% wage increase for staff, retroactive to January 1st, 2018 in alignment with the Town of Midland Grids on which the Library wages are placed.

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

C. Witzke informed that Board that after a discussion with S. Turnbull, the Director of Finance at the Town of Midland she was advised that the Board would be able to transfer any surplus from the 2018 Operating Budget into Capital Reserves to cover any potential shortfall, especially in relation to the renovation projects. This would require a motion from the Board to be provided to the Finance Department. The Finance Committee suggests that the Motion include the ability to transfer any surplus to reserves for the possible use for other capital projects in relation to the maintenance of the Library facility. This is due to the fact that the building is aging and many concerns may arise, including the masonry work required in 2019 as indicated by Town of Midland Staff.

Motion to formally request that the Town of Midland Council allow the Midland Public Library Board to transfer any surplus funds from the 2018 Operating Budget into Capital Reserves to cover any potential shortfalls from Capital projects and future Capital Costs related to the maintenance of the Midland Public Library Facility.

Moved by:
Seconded by:
Carried

ii. Draft 2019 Operating Budget

The second draft of the 2019 Operating Budget for the Midland Public Library is complete and was reviewed by the Board. The Finance Committee discussed the hard work over the last three years by the Board and staff to reduce the operating budget as much as possible. With the exception of security, the MPL Operating Budget has steadily decreased while continuing to increase programming, collections, circulations of



materials, memberships, hours of operation and completing renovations and the MakerPlace project without additions to the Budget. The Board and staff are to be commended for accomplishing so much with no increase to the regular operating budget.

Motion to approve the Draft 2019 Operating Budget.

Moved by: B. Gorski

Seconded by: R. Bald

Carried

b. Fundraising Committee

C. Witzke informed that Board that the Annual Christmas Market was another success. The Fundraising Committee is already working on plans for the 2019 market. R. Bald asked all Board members to keep an eye out for small items to be included in the gift basket draw. Such items could be brought to the Library and donated. They will be stored at the Library until the time comes to create the next baskets.

c. Nomination Committee

L. Roy discussed the state of the new Board Application process. The Application period closed on December 12th. The applications will be reviewed on December 17th and interviews will take place in early January of 2019. L. Roy informed the Board that they might need to have a brief extra meeting to make the formal appointment recommendations for council to ensure the report is provided to the Town Clerk in advance of the January 23rd Council meeting. have closed. Meeting on the 17th to review applications. Interviews in the New Year.

L. Roy and C. Witzke discussed the creation of a formal orientation process for the new Board term. In the past there was little to no formal orientation process or procedure. With this new term the Board and CEO are excited to ensure that all Board members feel welcome and have access to all information required to become active and engaged Board members. As such, L. Roy suggested the creation of a working group to assist the CEO in planning a new Board orientation process.

Motion to establish a temporary ad hoc temporary working group to assist the CEO in planning the new board orientation procedures.

Moved by: B. Kettle

Seconded by: B. Desroches



C. Witzke, R. Bald, L. Roy and B. Kettle will work together to form this working group. The working group will meet before the Christmas holidays to get started on the new orientation process.

11. Next Meeting

Date: January 17th, 2019

Time: 7:00pm

12. Adjournment

Motion to adjourn at 8:53pm

Moved by: B. Desroches

Signed:

Barb Kettle

**B.Kettle, Chair
Secretary**

Date: Jan 17 / 2019

C. Witzke
C. Witzke, CEO & Recording