



# Midland Public Library

Board Meeting Minutes

Thursday, 21 March @ 6:45pm

Location: Midland Public Library – 3<sup>rd</sup> Floor Boardroom

**Present** R. Bald, B. Gorski, B. Kettle, L. Roy, C. McKay, L. Cascagnette,  
G. Canning

**Regrets** P. Pantling

**Staff** C. Bergstrom, CEO

## 1. Call to Order

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

## 2. Declaration of Pecuniary Interest

None

## 3. Approval of the Agenda

**Motion to approve to the March 2019 Board meeting agenda**

**Moved by:** R. Bald

**Seconded by:** B. Gorski

**Carried**

## 4. Approval of February 2019 Board Meeting Minutes

**Motion to approve to the February 2019 Board meeting minutes**

**Moved by:** G. Canning

**Seconded by:** C. McKay

**Carried**

## 5. Correspondence

C. Bergstrom shared a letter to the Library/Board from SOLS which discussed the May workshop that MPL is hosting for board members throughout the Simcoe/Muskoka area. She reminded board members that instructions for signing up were sent out with the board package, but also offered help should anyone need assistance in signing themselves up.

L. Roy shared that a Tiffin House resident complimented the Library to her and that they were very happy with the wonderful services and our employees who visit there while providing pop-up library service. C. Bergstrom noted that this was a relatively new service that the Library has started to offer.



## **6. Security Update**

C. Bergstrom discussed the recent incidents around the Library in relation to security. She also shared the statistics of incidents with the Board from 2016 to 2018, noting that the library started formally recording security incidents in the first quarter of 2016, and that security guards started at the library in late November of 2017. Security guards were present during the entire 2018 year, which is clearly reflected in the decrease in the number of incidents in 2018, despite no change in the social issues facing Midland & the downtown core, specifically.

2016 – 429 Incidents

2017 – 572 Incidents

2018 – 40 Incidents (a decrease of 93%)

C. Bergstrom also informed the Board that the construction around the staff entrance should begin in April, pending approval of the building permits required by the Town of Midland.

## **7. Board Continuing Education**

Vice Chair, R. Bald walked the Board through a new Board Member Code of Conduct policy. R. Bald referred to part of the “Cut to the Chase” OLA document.

This policy was created was to ensure a high standard of conduct for all members of the Midland Public Library Board. R. Bald highlighted that the Board is a governing oversight body, while the CEO is responsible for the daily operations.

## **8. CEO Report**

C. Bergstrom discussed the previously supplied CEO report.

C. Bergstrom discussed the 4 grants that the Library applied for in January of 2019, including grants for summer positions and a grant from Rotary to potential fund equipment for the MakerPlace. The Library is still waiting to hear the results of all applications.

C. Bergstrom reminded the Board about completing their AODA certification and forwarding their certification to her before the April board meeting.

C. Bergstrom reminded the Board Members about a few important dates including:



- **Monday, March 25<sup>th</sup>**, 6pm: Board Social with staff and volunteers (at MPL);
- **Wednesday, April 10<sup>th</sup>**: (tentative): Possible budget presentations before Council (Council Chambers, date/time to be confirmed by Town);
- **Saturday, May 4<sup>th</sup>**: SOLS Trustee Workshop (hosted at MPL); and
- **Friday, May 31<sup>st</sup>**: MPL Annual Block Party

## 9. New Business

### a. In-Camera Session

**Motion to go in camera due to information about an identifiable individual.**

**Moved by:** R. Bald

**Seconded by:** C. McKay

**Carried**

**Motion to rise and report from the in-camera session.**

**Moved by:** B. Gorski

**Seconded by:** R. Bald

**Carried**

### b. Draft Operational Plan

C. Bergstrom discussed the previously supplied draft operational plan with the Board. In the past, MPL had never had a specific operational plan, so over the last 8-12 months one was developed to coordinate the goals from the Strategic Plan, CEO goals and goals from the staff on the operational side.

**Motion to accept the draft operational plan as the official operational plan for 2019.**

**Moved by:** G. Canning

**Seconded by:** B. Gorski

**Carried**

### c. Updated CEO Job Description Approval

C. Bergstrom discussed the previously supplied updated CEO job description. She noted that the CEO job description hadn't been updated in some time and was not reflective of the full set of tasks and responsibilities



associated with the role. At the request of the Board during the last term and updated version of the job description was created in consultation with the Board Chair.

**Motion to accept the updated CEO Job Description**

**Moved by:** L. Roy  
**Seconded by:** C. McKay  
**Carried**

**10. Report of Board Committees**

**a. Finance Committee**

C. Bergstrom discussed the previously supplied finance committee report. She highlighted that previous errors on the Operating Statements had been corrected by the Finance department at the Town of Midland, at the request of the Board Finance Committee. B. Kettle informed the Board that the Finance Committee had also sent communication to the Town Finance Department to ask for improved communications when dealing with the Library's budget and finances.

**Motion to approve the January 2019 Operating Financial Statement**

**Moved by:** R. Bald  
**Seconded by:** G. Canning  
**Carried**

**Motion to approve the February 2019 Operating Financial Statement**

**Moved by:** B. Gorski  
**Seconded by:** G. Canning  
**Carried**

**b. Policy Committee**

- Communication Policy CO-01

C. Bergstrom discussed the previously supplied Communication policy, as updated by the Board Policy Committee. It was noted that changes made were to reflect the full range of media in our community through which the Library and



board members may communicate, including, but not limited to: social media, email, newspaper, media outlets, etc.

**Motion to approve the updated Communication Policy CO-01.**

**Moved by:** L. Roy

**Seconded by:** R. Bald

**Carried**

- Board Code of Conduct GOV-12

R. Bald provided an in-depth overview of the newly proposed Board Code of Conduct Policy during the Board continuing education component of the meeting.

**Motion to accept the newly developed Board Code of Conduct Policy GOV-12.**

**Moved by:** C. McKay

**Seconded by:** L. Cascagnette

**Carried**

- Assessment & Development Terms of Reference

C. Bergstrom and B. Kettle discussed the previously supplied terms of reference for a new Board committee dedicated to Assessment & Development.

B. Gorski stated that he felt that this was a very important committee with a very broad range of tasks. Due to the large range of tasks on this committee it was agreed that the membership of this committee should be the Board Chair and a minimum of three additional board members, each of whom may be later assigned to head up a specific area of work for this committee.

**Motion to accept the new Terms of Reference for the new Assessment & Development Committee of the Midland Public Library Board.**

**Moved by:** R. Bald

**Seconded by:** B. Gorski

**Carried**



With the Terms of Reference approved, B. Kettle called for Board Members to volunteer to join this new committee. She noted that as Board Chair, she would be a member, and as CEO C. Bergstrom is also a member. L. Roy, R. Bald and L. Cascagnette also volunteered to join this committee. B. Kettle thanked these Board members for being willing to join this committee. C. Bergstrom stated that she would send out an email to this new committee to set a date and time for their first meeting.

### **Fundraising Committee**

L. Roy discussed the previously supplied Fundraising Committee Report. She provided the Board with a summary of upcoming fundraising events which would require their support in various forms, including the MPL Block Party on May 31<sup>st</sup>, the Buttertart Festival on June 8<sup>th</sup>, and the Christmas Market on December 14<sup>th</sup>. Additional details about requirements for help would follow, but Board members were asked to make note of these dates in their calendars.

C. Bergstrom suggested that with the level of responsibility and amount of work on the Fundraising Committee that the committee might want to add a Vice-Chair. The Board agreed. L. Roy had discussed this possibility with the members of the committee in advance.

#### **Motion to elect C. McKay as the Vice-Chair of the Fundraising Committee.**

**Moved by:** B. Kettle  
**Seconded by:** B. Gorski  
**Carried**

#### **11. Next Meeting**

Date: April 25<sup>th</sup>, 2019 - 3<sup>rd</sup> floor boardroom  
Time: 7:00pm



**12. Adjournment**

Motion to adjourn at 8:33pm

**Moved by:** B. Gorski

**Signed:**

*R. Bald*

**R. Bald, Vice-Chair**

**Date:** *April 25 / 19*

*C. Bergstrom*

**C. Bergstrom, CEO & Secretary**