

# Midland Public Library

## Board Meeting Minutes

Thursday, 26 March, 2020 @ 10am

Location: Virtual Meeting via Zoom

**Present** R. Bald, B. Kettle, B. Gorski, C. McKay, L Hillman, B. Desroches  
**Regrets** C. Curlette, K. Weishar  
**Staff** C.Bergstrome, CEO

### 1. Call to Order

The Board Vice- Chair, R. Bald, called the meeting to order at 10:04am

### 2. Declaration of Pecuniary Interest

None

### 3. Approval of the Agenda, with the removal of the guest presenter

#### Motion to approve to the March 2020 Board meeting agenda

**Moved by:** C. McKay

**Seconded by:** B. Gorski

**Carried**

### 4. Approval of the February 2020 Board Meeting Minutes

#### Motion to approve to the February 2020 Board meeting minutes, as updated

**Moved by:** R. Bald

**Seconded by:** B. Desroches

**Carried**

### 5. Correspondence

None to share at this time.

### 6. Security Update

C. Bergstrome provided an update about security in and around the Library. OPP have had to attend the facility once to remove “campers” from the Elizabeth Street staircase who had barricaded and tarped off the entrance.

B. Desroches inquired about whether rodent traps were being checked during the closure. C. Bergstrome explained that when the building is checked throughout the week that the rodent traps are also being checked. Staff checks of the building are conducted to ensure the safety of the facility while also ensuring staff safety and following social distancing guidelines.

## **7. Board Continuing Education**

C. Bergstrom walked the board through the new online board portal on the website located at [www.midlandlibrary.com/boardmember](http://www.midlandlibrary.com/boardmember) . All board members were provided with a password to this secure section of the website. This area contains all information that is also held within the physical board member manuals, and is updated regularly as policies, etc. are updated. Future board packages, minutes, etc. will also be uploaded to the portal. Board members are encouraged to provide feedback and/or suggestions about this portal at any time so that edits/adjustments can be made to best suit the needs of the board.

## **8. CEO Report**

C. Bergstrom discussed the previously supplied CEO report. She noted that with the required closure of the Library due to COVID-19 that while physical programs have been cancelled the Library staff have been working hard on creating a wealth of virtual services and programs. For example, the French Conversation Club is now meeting online using Zoom, the same format as Board meetings.

## **9. New Business**

### **a. Time Of Board Meetings**

C. Bergstrom shared that it was discussed at the last meeting that the time of Board meetings could change. It was proposed that meetings start at 6pm, rather than 7pm, however all options are open at this time. R. Bald noted that this time change would facilitate longer meetings if needed, but would also relieve some of the concerns with late night driving during winter storms for meetings.

**Motion to move Board meeting times to 6:00pm, on the third Thursday of each month, when held in person.**

**Moved by:** R. Bald

**Seconded by:** B. Desroches

**Carried**

## **10. Report of Board Committees**

### **a. Finance Committee**

C. Bergstrom discussed the previously supplied finance committee report. She highlighted the errors found in FMW as entered by the Town of Midland

Finance Department and noted that these had yet to be corrected. With the situation with COVID 19 it may take much longer to have these rectified as the Town of Midland is very busy and having to work with limited resources at this time. The CEO will continue to monitor the financial reports for updates and any future errors. The current health situation may result in multiple months of financials being deferred until things return to normal. C. Bergstrom also shared, that despite all of these issues, that any invoices we receive and are able to process, are being paid by the Town. There may be a delay in receiving physical invoices as the post office is currently holding all mail deliveries to the library until we are open to the public again.

C. Bergstrom also shared that with the current situation that Library Payroll and accounts payable will now be submitted electronically to the Town of Midland. With the stoppage of mail delivery to the library we may also experience a delay in any physical invoices, so some late charges may be incurred.

**Motion to defer approving the February Operating Financial Statement until the Town of Midland corrects all errors in FMW as requested.**

**Moved by:** R. Bald  
**Seconded by:** B. Desroches  
**Carried**

**b. Policy Committee -**

**Motion to approve the reviewed and updated policy GOV-05**

**Moved by:** B. Kettle  
**Seconded by:** C. McKay  
**Carried**

**Motion to approve the reviewed and updated policy GOV-06**

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

**Motion to approve the reviewed and updated policy GOV-07**

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

**c. Fundraising Committee & Sponsorship working group**

B. Kettle thanked L. Hillman for joining the Fundraising Committee. She also thanked her for drafting the letter to potential sponsors. C. McKay will catch up with Maker staff about any changes while she was away. The Board discussed that COVID-19 may have an impact on businesses ability to provide financial support when the COVID-19 situation has been resolved.

**d. Assessment & Development Committee**

Nothing to report at this time.

**11. Next Meeting**

Date: April 15<sup>th</sup>, 2020, online via ZOOM due to COVID-19. CEO to provide meeting link with Board package.

Time: 10:00am

**12. Adjournment**

**Motion to adjourn at 10:34 am**

**Moved by:** B. Gorski

**Signed:**

Approved in virtual meeting due to pandemic

**R. Bald, Chair**

Approved in virtual meeting due to pandemic

**C. Bergstrom, CEO & Secretary**

**Date:** April 15th, 2020