



Midland Public Library

Board Meeting Minutes
Thursday, 21 May, 2020 @ 6pm

Location: Virtual Meeting via Zoom

Present R. Bald, B. Kettle, B. Gorski, L Hillman, B. Desroches, C. Curlette,
K. Weishar, C. McKay

Regrets

Staff C.Bergstrom, CEO

1. Call to Order

The Board Chair, R. Bald, called the meeting to order at 6:00pm

2. Declaration of Pecuniary Interest

None

3. Approval of the Agenda

Motion to approve to the May 2020 Board meeting agenda

Moved by: B. Desroches

Seconded by: B. Gorski

Carried

4. Approval of the April 2020 Board Meeting Minutes

Motion to approve to the April 2020 Board meeting minutes, as updated

Moved by: L. Hillman

Seconded by: C. Curlette

Carried

5. Correspondence

C. Bergstrom shared that there are some delays in items such as grant funding notices, due to COVID-19 and organizations working remotely or on skeleton crews.

6. Security Update

C. Bergstrom provided an update about security in and around the Library. She noted that Simcoe County IT updated the software on the security camera server for improved efficiency.



7. Board Continuing Education – Postponed

8. CEO Report

C. Bergstrom discussed the previously supplied CEO report. She shared that the Annual report for the Ministry of Tourism of Culture and Sport has been completed and submitted.

9. New Business

a. COVID-19 Update

C. Bergstrom shared that staff are back on-site working to establish the procedures for curbside pick-up services, which are set to begin in early June. The library facility is also getting a very thorough clean, and new and more frequently cleaning procedures and policies are being implemented to ensure safety for staff, and patrons throughout all stages of our return to service.

Plexiglas shields have been ordered and are on-site. Masks, gloves and additional sanitization products have also been ordered.

Since the Bookcellar is a separate organization from the Library, we are not sure what timelines look like for them being allowed to reopen. The small size of their space may lead to much longer closures for them, to ensure the safety of their volunteers and their patrons.

R. Bald shared the two current grants being offered through the HCF. The Library may be able to apply for these, including to help cover additional costs related to PPE and health and safety supplies regarding new needs due to COVID. C. Bergstrom informed the Board that these applications had already been started and would be submitted within the week.

10. Report of Board Committees

a. Finance Committee

C. Bergstrom updated the board about the errors found in the FMW software. The Town is still working to resolve these and at that time financial statements will become available for approval by the Finance Committee and the Board as a whole.



C. Bergstrom also shared that MPL is loaning the services of our Admin assistant to the Town due to their staffing shortage in order to process payroll. The Town and Library should be working closely together, in all areas, as much as possible. As such, we were more than happy to lend a helping hand.

- b. Policy Committee** - C. Bergstrom shared the three policies that were scheduled for review by the Policy Committee and the Board. All three policies had major overhauls recently, so needed only minor updates.

Motion to approve the reviewed and updated policy GOV-11

Moved by: C. Curlette

Seconded by: C. McKay

Carried

Motion to approve the reviewed and updated policy OP-02

Moved by: B. Gorski

Seconded by: L. Hillman

Carried

Motion to approve the reviewed and updated policy OP-03

Moved by: B. Desroches

Seconded by: K. Weishar

Carried

c. Fundraising Committee & Sponsorship working group

B. Kettle reminded the Board that the Fundraising Committee has postponed the mini-golf event until 2021 in light of the COVID situation.

C. McKay shared kudos to Barb for her efforts with the fundraising efforts through the creation and sale of masks.

B. Gorski and C. McKay both expressed that due to the current health situation and the resulting financial implications for the economy that fundraising and sponsorship efforts may completely change moving forward.



d. Assessment & Development Committee

B. Kettle discussed the first stages of the strategic plan review, reminding Board members that the First round of homework was sent out via email. C. Bergstrom shared that this document, along with all other relevant documents are uploaded to the Board portal on the website, and could be accessed at any time. B. Kettle asked all members to have a look at the documents in the portal to see if they have anything they'd like to add to their notes before sending them to her. B. Kettle asked that all Board members provide their feedback/notes by the end of day on June 4th, 2020.

B. Kettle inquired whether another Board member might be willing to help and/or lead the strategic plan review. L. Hillman is happy to support the efforts, but not to lead the project. B. Kettle, L. Hillman, R. Bald and C. Bergstrom will facilitate the review and revision of the Strategic Plan. The goal is to have a revised plan ready for approval at a fall board meeting. The new plan would come into effect in 2021.

11. Next Meeting

Date: June 18th, online via ZOOM due to COVID-19. CEO to provide meeting link with Board package and in online Board portal.

Time: 6:00pm

Note: There are no board meetings in July and August, although updates may be provided to the Board and emergency meetings may be called, if necessary.

12. Adjournment

Motion to adjourn at 6:47pm

Moved by: B. Gorski

Signed:

R. Bald, Chair

C. Bergstrom, CEO & Secretary

Date: _____