

## Midland Public Library Board Meeting Minutes

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Thursday, 9 June 2016 @ 7:00pm  
Location: Midland Public Library – 3<sup>rd</sup> Floor Boardroom

**Present** T. Sheridan (Chair), B. Kettle, B. Gorski, M. Pearce, K. Stief, B. Desroches, L. Roy, S. Strathearn  
**Regrets** P. Pantling  
**Staff** C. Budgell, CEO

### 1. Call to Order

The meeting was called to order by the Chair, T. Sheridan at 7:04pm.

### 2. Approval of the Agenda

#### Discussion:

Addition of CEO report

**Moved by:** B. Gorski  
**Seconded by:** K. Stief  
**Carried**

### 3. Declaration of Pecuniary Interest

#### Discussion:

There were no declarations.

### 4. Approval of Minutes for 12 May 2016 MPL Board Meeting

**Moved by:** K. Stief  
**Seconded by:** L. Roy  
**Carried**

### 5. Operating Financial Statement for April 2016

#### Discussion:

T. Sheridan addressed the issue that the Town's website contains the documentation from the council meetings and the budget shown there, as approved by council is \$1,021,208 vs. the reports provided which shows \$1,018,806. This was addressed with the acting CAO on June 9<sup>th</sup>. C. Budgell also highlighted that there was a delayed RRSP payout in April 2016, of which we have email confirmation that it should be balanced out by the end of the year.

#### Motion to approve the Financial Statement for April 2016

**Moved by:** L. Roy  
**Seconded by:** M. Pearce  
**Carried**

## **6. Approval of the Account for May 2016**

### **5.1 Operating Financial Statement for May 2016**

#### **Discussion:**

K. Stief questioned the donation line on the budget and asked if the Garden Tour Donation is included on that line. C. Budgell confirmed that it is and highlighted that if the Library was unable to attain the goal of \$21,000 in 2016 that there have been adjustments made where the funds could be utilized from other budget areas to ensure there is no deficit.

The Board asked if clarification could be provided in relation to what falls under the Equipment Maintenance expense. C. Budgell will report back to the Board in relation to what exactly falls within that line.

L. Roy inquired about the book processing fees and what that included. C. Budgell explained that this is for the services of having the books shelf-ready when they arrive at the library, including security tags, barcodes, etc. C. Budgell also noted that new suppliers are being explored for better rates in 2017 and beyond.

#### **Motion to approve the Financial Statement for May 2016**

**Moved by:** B. Desroches

**Seconded by:** K. Steif

**Carried**

### **5.1 Operating Cheque Distribution for May 2016**

#### **Discussion:**

T. Sheridan inquired about bank statements and whether they come to the Library or the Town. C. Budgell explained that at this time they go to the Town but will get them rerouted to the Library.

#### **Motion to approve Operating Cheque Distribution for May 2016**

**Moved by:** S. Strathearn

**Seconded by:** K. Steif

**Carried**

### **5.2 Capital Statement for May 2016**

#### **Discussion:**

S. Strathearn raised a question about the \$46,000 that was set aside for Library equipment. C. Budgell noted that this was set aside for Biblioteca Kiosks which will allow for self check-out and self check-in of materials, at this time these are on hold to ensure we are ready to implement the new technology. T. Sheridan noted that the \$46,000 is capital so it can be carried forward to spend next year.

## **7. CEO Update**

#### **Discussion:**

C. Budgell highlighted the CEO's report as provided. Reallocation of staff hours for more customer service focused roles was discussed, and a new future position for a Business and

Digital Services Librarian who would be fundamental in the development of the planned Makerspace and services for the community. New job descriptions are underway looking forward to the future of the Library and what it can offer to the community. Postings for transitions into new roles will be posted internally first, then to the public if they cannot be filled, with a potential start date of Jan. 1, 2017 for new roles.

C. Budgell discussed the possibility of opening on Sundays and how doing so would be covered by our current budget. Starting after the September long weekend the Library will be open on Sundays from 12-4 on a trial basis and opening at 9:30 am Monday-Saturday. C. Budgell will be monitoring Library use on Mondays and Fridays from 5-6 to see if the Library should close during these times to help subsidize the additional Sunday hours.

C. Budgell discussed the current status of the website transition. A quote is expected that will move our website to a WordPress based platform, allowing the Library staff more control over the content as well as making it more user friendly. T. Sheridan highlighted that there is a surplus of funds from what was budgeted for the ILS transition and these funds could be reallocated towards the cost of a new website.

C. Budgell noted that she was invited to present two workshops at Georgian College on June 10<sup>th</sup> for their "Move It Forward" Conference in relation to Social Innovation and Public Libraries.

## **8. Memo of Understanding with the Town of Midland Update**

### **Discussion:**

T. Sheridan informed the Board, that the Interim CAO has approved the MOU between the Library and the Town of Midland and it will be going to council for final approval.

## **9. Report of the Board Committees**

### **8.1 Fundraising Committee**

#### **Discussion:**

Preliminary planning stages to host a murder mystery event at the Library in the fall. S. Cooper has been asked to be the host. There seems to be some excitement in relation to the event. Details will be shared as they progress. Fundraising Committee will be meeting at 2:00pm on June 15<sup>th</sup> at the Library.

## **10. New Business**

### **9.1 Canada 150 Community Infrastructure Program**

#### **Discussion:**

C. Budgell and T. Sheridan discussed an application proposal which would address the Health & Safety concerns in the Library including the leaking foundation, mold remediation, safety issues at the circulation desk, the lack of fresh air intake into the building, the lack of snow canopy over the front entrance, staircase and electrical issues, etc. C. Budgell and T. Sheridan have also discussed this application with the Interim CAO

to gain Town Support of our application through a repayable loan of \$135,000 towards our total project goal of \$300,000.

Motion to proceed with the application and to agreement to proceed with a repayable loan, for a project cap of up to \$300,000.

**Moved by:** K. Stief  
**Seconded by:** S. Strathearn  
**Carried**

**9.2 Canada Cultural Spaces Fund (CCSF)**

C. Budgell introduced the CCSF grant to the Board and indicated a potential application proposal.

Motion to proceed with an application for the Canada Cultural Spaces Fund.

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

**10. Next Meeting**  
Date: August 11, 2016  
Time: 7:00pm

**11. Adjournment**  
Motion to adjourn at 8:45pm  
**Moved by:**  
**Seconded by:**

**Carried**

Signed:   
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T. Sheridan, Chair

  
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C. Budgell, Recording Secretary

Date: Aug. 17 / 16