

MIDLAND PUBLIC LIBRARY BOARD MEETING

Thursday, 11 June 2015 @ 7:00 pm

Location: MPL Boardroom

Present D. Derasp, B. Desroches, B. Kettle, M. Pearce, T. Sheridan (Chair), , S. Strathearn,
Regrets B. Gorski, N. Pape, K. Stief
Staff B. Molesworth, CEO

1. Call to Order

The meeting was called to order by the Chair at 7:00 pm

#2. Approval of the Agenda

Discussion:

- No changes

Moved by: D. Derasp

Seconded by: M. Pearce

That the agenda be approved as circulated.

Carried

#3. Declaration of Pecuniary Interest

Discussion:

- There were no declarations.

#4. Approval of the Minutes for Insert date

Discussion:

- The Board revisited the discussion of Item 4., Approval of 23 April 2015 MPL Board Minutes and confirmed that:
 - It is the duty of the CEO to attend MPL Board meetings when the Board wants him there but he may be excluded by the Board from specific in camera or closed items where his performance is being discussed.
 - The Board may legally meet in his absence.
 - The Board may appoint a member of the Board as recording secretary for the Board.

Amendments:

- The MPL Board will not be prevented from having a meeting in the event that the CEO is unable to attend (to replace "Although one of the responsibilities of the CEO is to attend Board meetings whenever possible, the Board may legally meet in his absence").

Moved by: S. Strathearn

Seconded by: D. Derasp

That the minutes for the 14 May 2015 MPL Board meeting be approved with the foregoing amendments.

Carried

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#5. Business Arising from Previous Minutes

5.1 Monteith Update

Discussion:

B. Molesworth reported that:

- Monteith will be here on 29 June 2015 to deal with building issues; Walker Electric will provide assistance
- Rob Marchand, contractor has a plan for repairing the north stairs and B. Molesworth will consult with J. Galloway, Town Engineer regarding this.

Action: Manage completion of repairs.

Responsibility: B. Molesworth

5.2 Keebee Play Centre Update

Discussion:

B. Molesworth reported that:

- Keebee is redesigning the area because they felt their previous design was not strong enough.
- They are busy but will keep B. Molesworth/staff updated.

Action: Manage completion of the design

Responsibility: B. Molesworth

5.3 Participation in Town of Midland Official Plan Review

Discussion:

B. Molesworth reported that :

- W. Crown, Chief Planner is aware of MPL interest in participating in the review
- MPL has requested display boards from the Downtown Master Plan to display in the library.

5.4 Distributed Labour Line in MPL Financial Statements

Discussion:

B. Molesworth reported that M Villeneuve, Town CFO is working on this but has no resolution yet.

5.5 Board Meet and Greet with Library Staff

Discussion:

B. Molesworth reported that he is looking at options with staff for July, August or perhaps in September after summer holidays.

Action: Select a time and make arrangements.

Responsibility: B. Molesworth

5.6 Resignation of Board Members

Discussion:

It was noted that the Town has placed advertisement to fill Board vacancies in *the Mirror* and awaits response.

Action: Follow up with A. Fay, Town Clerk

Responsibility: S. Strathearn

5.7 Library Staff Job Descriptions

Discussion:

B. Molesworth reported that he is working on them but they are not finished.

Action: Complete job descriptions for the next MPL meeting.

Responsibility: B. Molesworth

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5.8 CEO Comments on Draft Policies for Policy Committee

Discussion:

B. Molesworth reported that his review is not yet complete and that, as part of it, draft policies need to be reviewed alongside new policies approved last year.

Action: Complete review for discussion with Policy Committee for its meeting to be scheduled in July

Responsibility: B. Molesworth

5.9 MPL Membership in OLBA

Discussion:

B. Molesworth reported that MPL registration is completed.

5.10 CEO Meeting with J. Galloway, Town Engineer re Stairs and Window

Discussion:

B. Molesworth reported that:

- The North, front stairs are patched and functional but the problem will continue as snow and ice on the stairs in winter due to current roof design.
- These stairs cannot be removed as this is where the ramp comes up
- A new design for a shelter on the south entrance has been approved by the Midland Heritage Committee but this has not gone ahead for financial reasons.

Action: Meet with J. Galloway to get his recommendations for a plan for both sets of stairs and obtain several quotes for the work

Responsibility: B. Molesworth

5.11 Consult with M. Villeneuve, Town CFO, re adding Member arrears to tax bills

Discussion:

B. Molesworth was advised by the CFO that this could not be done.

5.12 Enlist Town staff to assist with MPL Energy Audit

Discussion:

B. Molesworth reported that he was advised that:

- The attic over the Board room could be insulated with foam with assistance from the Town
- Lights and bulbs have been replaced in the last 5 years and are relatively efficient
- The electricity bill is high mainly due to air conditioning.

5.13 Explore Funding Alternatives for Replacement Technology

Discussion:

It was agreed that this will be deferred until the Board completes relevant portions of the new Strategic Plan.

5.14 Financial Statements to be Sent in advance of Board meeting

Discussion:

B. Molesworth reported that statements will be sent in advance of Board meetings in future.

5.15 Butter Tart Festival

Discussion:

- A tent and tables will be set up at 7:30 am on 13 June.
- Two of the Friends of the Library that usually come in to the Library on Saturday may assist in the tent.
- Perhaps some regular staff could be sent to encourage library card registration.
- MPL promotional items (bags, aprons, t-shirts, etc.) will be brought for sale in the tent along with 396 butter tarts contributed by the Board.

Action: Assist with setup and sales

Responsibility: S. Strathearn, T. Sheridan, B. Kettle along with other volunteers

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5.16 Negotiation of MPL-Tiny Township Agreement

Discussion:

B. Molesworth reported that he had met with the Town CAO, MPL treasurer and local librarians involved to complete a draft document (See Attachment #1). It was agreed that the draft would not include the previous provision forbidding promotion of MPL to Tiny residents.

Action: Complete the agreement by fall 2015.

Responsibility: B. Molesworth

#6. Approval of Accounts for May 2015 (Attachments #2 and 3)

B. Molesworth circulated the Operating Financial Statement along with the Cheque Distribution Report for May 2015 and responded to several suggestions and questions.

Discussion:

- Books to Eat: Consider offering a charitable donation receipt instead of cash in payment for invoices of materials used).
- Fertilizer: The Town is looking after gardens and flower beds; MPL takes care of the lawn and the parkette. He is following up with Midland Parks and Recreation Department regarding planting of flowers
- Copiers: The Xerox machine has been replaced with one from the same company as the other 2 copier machines.
- Overtime: It was recommended that the CEO manage scheduling of staff vacations and leaves to avoid paying overtime to cover staff on vacation or sick leave.
- Membership dues for OLA, FOPL and other smaller organizations are almost all paid for this year.
- Natural gas heating is now turned off and will not be turned on again until late fall.
- Elevator repair costs are in addition to regular maintenance costs
- The alarm system is inspected annually as required.
- Book processing costs in the past year were over the estimated annual cost which had been reduced the previous year.
- Overall, we are pretty well on track with the budget for this year

Moved by: B. Desroches

Seconded by: M. Pearce

That the cheque distribution report and financial statements for May 2015 be approved

Carried

#7 Board Committee Reports

7.1 Finance

Committee report was deferred. The Finance Committee will meet in July/August to prepare a budget to be presented at the August MPL Board meeting

7.2 Policy

Committee report was deferred. The committee is meeting in July.

7.3 IT

Committee report was deferred until the Town completes the IT Study that includes MPL. In early discussions with the Town, B. Molesworth reported that the Town was impressed with the organization of space and thought that MPL required more help with IT.

7.4 Strategic Planning

Committee report was deferred although the process of planning is underway beginning with Special meetings to complete SWOT Analysis on 4 and 25 June.

7.5 Fundraising

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The first activity is participation in the Butter Tart Festival on 13 June. B. Kettle is exploring the possibility of MPL participation in Art Walk in July.

7.6 Friends of the Library

B. Molesworth reported that they have continued with book sales although revenue was lower this month than last. Also, they have recruited 2 new members.

#8. New Business

B.1 Update on Gord Hume's Visit 21 May 2015

B. Molesworth reported that tax receipts have been issued for donations totalling \$220.00.

8.2 Resignation of Board Member N. Pape

T. Sheridan reported that she and the Town Clerk have received resignation letters from N. Pape who is stepping down from the MPL Board because of his new business and new baby.

8.3 OLBA Leadership by Design

The Ontario Library Boards' Association's Leadership by Design program is now a free, online learning tool specifically designed to help all Public Library Board Members and their CEOs to understand the roles and responsibilities of their positions. The Board will look at this in September. In the meantime, to find out more or register, go to <http://www.learnhq.ca/>

8.4 Other

B. Molesworth reported that:

- Zinio magazine subscriptions are supported with a \$6,000.00 contribution from Friends of the Library.
- Rogers has pulled their 9 magazines and circulation has dropped by about half.
- There is no money in the MPL budget to afford the increased cost of Tier 1 databases quoted by SOLS in a recent e-mail.
- The website has been down on several occasions lately.
- Staff are working on Facebook posts: e.g., to promote participation in the Butter Tart Festival

#9 CEO Reports

9.1 CEO Report for June (Attachment # 4)

B. Molesworth circulated the June Librarian's Report prior to the meeting.

Discussion:

T. Sheridan shared a format used by Penetanguishene Public Library and suggested that future reports from the CEO follow this format

9.2 Correspondence

There was no correspondence.

#10 Next Meetings:

10.1 Special Strategic Planning Meeting (SWOT Analysis)

- **Date: 25 June 2015 at 6:00 pm**
- **Location: MPL Board Room**

10.2 MPL Board Meeting

- **Date: 13 August 2015 at 7:00 pm**
- **Location: MPL Board Room**

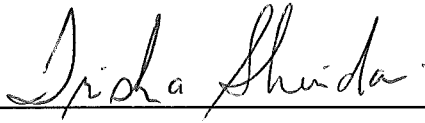
#11 Adjournment

Moved by: B. Deroches

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That the meeting be adjourned at 8:50 pm

Signed



T. Sheridan, Chair



K. Stief, Recording Secretary

Date: Aug. 13/15