
MIDLAND PUBLIC LIBRARY BOARD MEETING MINUTES

Thursday, 26 August 2015 @ 6:00 pm

Location: MPL Assembly Hall

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

1. Call to Order

Discussion:

- The meeting was called to order by the Chair, Trisha Sheridan at 6:00 pm

2. Approval of the Agenda

Discussion:

- The agenda was reviewed and no changes were requested.

Moved by: S. Strathearn

Seconded by: B. Kettle

That the agenda be approved as circulated

Carried

3. Declaration of Pecuniary Interest

Discussion:

- There were no declarations.

4. Approval of Minutes

4.1 for 4 June 2015 Special Meeting (Attachment #1)

There were no changes

Moved by: B. Kettle

Seconded by: S. Strathearn

That the minutes for the 4 June 2015 meeting be approved as circulated

Carried

4.2 for 25 June 2015 Special Meeting (Attachment #2)

There were no changes

Moved by: P. Pantling

Seconded by: B. Kettle

That the minutes for the 25 June meeting be approved as circulated.

Carried

4.3 for 6 August 2015 Special Meeting (Attachment #3)

There were no changes

Moved by: B. Desroches

Seconded by: S. Strathearn

That the minutes for the 6 August meeting be approved as circulated.

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5.

Closed Meeting

Moved by: S. Strathearn

Seconded by: P. Pantling

That the Midland Public Library Board adjourn to a closed session, and further that this portion of the meeting be closed to the public pursuant to section 16.1 (4) of the *Public Libraries Act, RSO 1990*, for purposes of considering recommendations regarding the MPL contained in the Town's IT Study.

Carried

Moved by: B. Desroches

Seconded by: B. Kettle

That the Midland Public Library Board in closed session now rise and report to the open session

Moved by: P. Pantling

Seconded by: B. Kettle

That the Midland Public Library Board adopt the recommendations for the MPL as outlined in the Town IT Study and follow up with the Simcoe County Library Co-operative regarding implementation.

Carried:

Action: Proceed with implementation of the recommendations including meetings with the Simcoe County Library Co-operative

Responsibility: T. Sheridan, B. Molesworth

6.

Strategic Plan

Discussion:

- T. Sheridan presented for discussion a draft , including the following elements of the Strategic Plan, prepared by B. Molesworth, K. Stief and herself from the results of the Special meetings of the Board in June and August (see Attachment #4):
- Vision Statement Fostering lifelong learning and creativity in Midland and its neighbouring communities
- Mission Statement: The Library will be the learning and leisure hub of the community providing knowledge, ideas and technology in a collaborative space that sparks connections between people
- Goals
 - Programs and Services
 - People
 - Technology
 - Finance
 - Marketing/Membership
 - Processes
 - Facility

Moved by: S. Strathearn

Seconded by: B. Kettle

That the Board approve the Vision and Mission Statements as presented.

Carried

Moved by: S. Strathearn

Seconded by: B. Desroches

That the Board adopt the Strategic Goals as presented

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Carried

The Board agreed on a course of action to move the intention of the Plan forward

- We need to be proactive in moving the Plan forward quickly. T. Sheridan presented a chart showing the next major steps in implementing the Plan: Planning Process for Summer and Fall 2015 (Attachment #5). She will continue by developing a more detailed plan including objectives, metrics and timelines.
- The Library Business Model (Attachment #6) illustrates how the pursuit of the Goals in the Plan enables the Library to accomplish its Mission. Future operations need to be prioritized to manifest the Vision, Mission and Goals in the Plan.
- The 2016 Budget must reflect the intentions of the Plan and allocate resources to priorities
- The MPL Organizational Structure needs to be revamped to move MPL forward from the current state to the desired state outlined by the Vision, Mission and Goals. It needs to be sufficiently flexible to adapt as:
 - New opportunities and priorities emerge
 - Staff changes due to retirement and recruitment
 - Job-sharing and partnership opportunities emerge
- Job descriptions, as described in the Goals and the Organizational Structure, are required as soon as possible to clarify staff roles, focus training, and identify opportunities for advancement
- A further step entails development of a process for monitoring and reporting on progress in implementation of the plan including an annual review by the Board. Ken will develop a proposal for future consideration by the Board.

Action: Develop the MPL Organizational Structure and Job Descriptions for review by the Chair by 2 September 2015

Responsibility: B. Molesworth

The Board reviewed the surveys for the community and for staff as circulated prior to the meeting.

- The community survey should be ready for release in hard copy and on the MPL web site by 8 September
- The survey will be open for input for one month
- We need to announce the availability of the survey as widely as possible within the MPL community
 - Electronic bulletin boards
 - Town web site
 - Newspaper
- The staff survey requires some revision before deployment in September

Moved by: B. Desroches

Seconded by: B. Kettle

That the community survey be approved for implementation as discussed.

Actions:

1. Draft press release re MPL Planning and the Survey

Responsibility: B. Molesworth

2. Put the Community Survey on Survey Monkey for release on 8 September. Provide hard copies for visitors to the MPL to complete

Responsibility: B. Molesworth

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3. Find other ways to publicize and encourage members of the community to complete the survey: incentives?, other web site links, etc.

Responsibility: All

4. Revise and recirculate staff survey; prepare for deployment

Responsibility: T. Sheridan, B. Molesworth

7. Budget

7.1 Outcome of Schedule of Work Meeting

Discussion:

- The Finance Committee (B. Gorski, B. Kettle and B. Molesworth) met on 24 August to review the salary portion of the Budget and focused on finding ways by rescheduling staff time to deal with unsustainable increases in staff budget lines
- B. Molesworth reported that he subsequently met with Town staff (CAO C. Tripp, CFO M. Villeneuve and Financial Controller M. Farinha) to review the discussion draft of the MPL budget and ways to make changes in budget lines, for example, use portion of development charges to cover increases in staff salaries
- The Board expressed some concern for sharing an incomplete and unapproved draft outside the Board. B. Molesworth indicated that in the past this had been standard practice but that it would be remedied going forward
- The Board discussed several ways to adjust the Budget, especially the salary portion associated with the circulation desk:
 - Increasing use of automated sign-out of materials
 - Reducing staff hours on the circulation desk or replacing the circulation desk with a roving customer service staff person
 - Providing Kiosks for both automated sign-in and sign-out of materials.
- T. Sheridan presented an analysis of OPL Staffing Guidelines for discussion. The conclusion is that compared with OPL Accreditation Guidelines and data provided by B. Molesworth at the 13 August meeting, based on current deployment, MPL is overstaffed
- Further discussion revealed that the Board finds it difficult to understand and justify these staff levels due to:
 - Lack of knowledge of what staff do
 - Perceptions that staff used for circulation desk duties are underutilized; their time and skills could be better utilized in delivery of higher level services and more extensive programs
 - Having 5 staff onsite each open day at 9:00 am each day, an hour before opening presumably to complete various administrative tasks
- To resolve this lack of knowledge, the Board decided to work with the CEO to gather data on "job costs". Over a period of time staff would fill out time sheets showing time spent on various activities (based on a coded list of regular jobs based on job descriptions). Results are to be shared with the Board in relation to Budget discussions.
- The Board also requested that the CEO consider use of volunteers to do more routine jobs such as shelving. This could supplement much of that work now done by the Pages, students who begin that job when they are grades 9 and 10 and become trained over time to take on additional and more complex tasks. The overall aim

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would be to optimize staff time rather than to reduce levels of service by staff cutbacks.

Action:

1. Complete an analysis of "job costing" and provide results for next Board meeting

Responsibility: B. Molesworth assisted by S. Strathearn

2. Study feasibility of using kiosks sign-in as well as sign-out materials

Responsibility: B. Molesworth assisted by T. Sheridan

7.2 Budget Targets

The Board discussed the opportunities for savings in the budget year in the 2016 provided by adoption of the recommendations from the Town's IT Plan which, coupled with a freeze on hiring, would reduce salary costs. These measures, in addition to increased revenue from development charges, would make it possible to reduce our operating expenses while leaving some room to fund development of a plan for a Maker Space project and to balance the budget.

Moved by: B. Kettle

Seconded by: K. Stief

That we redraft the 2016 Budget to have a 0% increase based on a hiring freeze and a reduction in salary costs to be reallocated to program and collections development (assuming the Town will enable transfer of funds between salary and other budget lines)

Carried

Action:

1. Verify that transfers between budget lines are acceptable.

Responsibility: B. Molesworth

2. Redraft the budget as required by the Board for presentation at the next meeting.

Responsibility: Finance Committee

8. Correspondence

T. Sheridan tabled an e-mail she received prior to the meeting from George Dixon addressing the issue of MPL hours of operation (See Attachment #8)

Discussion:

- Opening the library on Sunday afternoons would be popular and in line with our Mission
- The closing time on Monday evening should be aligned with other weekday times
- Reducing hours on weekday would be unacceptable especially for parents, caregivers and young children.

Moved by: S. Strathearn

Seconded by: P. Pantling

That MPL find a way to open on Sundays from 1-5 pm and extend opening hours to 9 pm on Mondays

Carried

9. Next Meeting

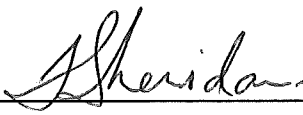
Date: 10 September 2015

Time: 7:00 pm

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- # 10** **Adjournment**
Moved by: B. Desroches
Seconded by: K. Stief
That the meeting be adjourned at 9:15 pm
Carried

Signed:



T. Sheridan, Chair



K. Stief, Recording Secretary

Date: Sept. 9/15.

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Attachment #1 Midland Public Library Board Meeting Minutes for 4 June 2015

Attachment #2 Midland Public Library Board Meeting Minutes for 25 June 2015

Attachment #3 Midland Public Library Board Meeting Minutes for 6 August 2015

Attachment #4 Midland Public Library Strategic Plan 2015 (Vision, Mission and Goals)

Attachment #5 MPL Board Planning Process for Summer and Fall 2015

Attachment #6 MPL Business Model

Attachment #7 OPL Accreditation Guidelines

Attachment #8 Correspondence: e-mail from George Dixon to T. Sheridan received 25 August 2015