

MIDLAND PUBLIC LIBRARY BOARD MEETING MINUTES

Thursday, 12 November 2015 @ 7:00 pm

Location: The Library

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

1. Call to Order

Discussion:

- The meeting was called to order by the Chair, Trisha Sheridan at 7:05 pm.

2. Approval of the Agenda

Discussion:

- The agenda was reviewed and no changes were requested.

Moved by: S. Strathearn

Seconded by: B. Desroches

That the agenda be approved as circulated.

Carried

3. Declaration of Pecuniary Interest

Discussion:

- There were no declarations.

4. Approval of Minutes for 8 October 2015 MPL Board Meeting

Discussion:

- There were no changes.

Moved by: M. Pearce

Seconded by: S. Strathearn

That the minutes for the 8 October 2015 meeting be approved as circulated.

Carried

5. Board Secretary

T. Sheridan reported that L. Roy will be Interim Board Secretary while K. Stief is unable to attend meetings in person.

6. Library Garden Tour

Diane Greenfield, Library Garden Tour Chairperson, made a deputation to the Board. The Library Garden Tour is made up of 23 members who raise funds for Penetang, Coldwater, Midland, and Tay libraries. Diane gave an overview of the history, original goals, and how the focus has changed to include a stronger relationship with the community. Diane explained that their committee wants to be a greater advocate of MPL and asked to develop a stronger partnership with the Board.

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Action: S. Strathearn and T. Sheridan will meet with Diane to share our new Vision, Mission Statement and a high level overview of our Strategic Plan.
Refer to Attachment C for the handout from the Committee.

7. Finance

Alternate Budget Revision 3, which is the final 2016 budget approved by the Board, has been submitted to the Town.

8. New Business Arising from Previous Minutes

8.1 Draft Policy Document

- B. Molesworth has submitted a draft Operating policy for review.

Action: Board to provide comments to T. Sheridan by November 18, 2015.

Discussion:

- HR policy should follow the Town's policy. B. Molesworth to provide a copy of the Town's policy to the Board.
- Communications Policy. B. Molesworth to provide.

8.2 Review of Strategic Plan with Staff

B. Molesworth indicated staff are nervous about change, but also interested in opportunities that could result from the changes outlined in the Strategic Plan.

8.3 Upgrade of Existing Kiosks for Sign-in and Sign-out of Material

B. Molesworth advised that he is still waiting to hear from 3M about a quote to upgrade the existing kiosks.

8.4 Implementation of new ILS - Symphony

B. Molesworth indicated that implementation schedule was received by Simcoe County Library on November 11, 2015. First step of plan is data analysis, followed by policy development early January, and implementation completed on January 27, 2016.

8.5 Job Costing Analysis

B. Molesworth reported that tracking of tasks for the circulation desk began the week of November 9. Tracking for other areas will be addressed later.

Discussion:

S. Strathearn suggested starting with a 2 to 3 week pilot to confirm tasks are appropriate before proceeding with a full 2 to 3 month costing exercise.

9. Approval of the Accounts for October 2015

9.1 Operating Financial Statement for October 2015

Discussion:

- Donations appear in four places on Financial Statements. T. Sheridan indicated Trial Balance reports \$13,099 in donations, but Donations List reports only \$5000.
- B. Molesworth reported that Donations List is made up of donations for which a tax receipt was issued.
- B. Molesworth to provide a complete list of donations (with full name, and event if appropriate) that reconciles with the Trial Balance list of donations.

Moved by: B. Desroches

Seconded by: S. Strathearn

That the Operating Financial Statement for October 2015 be approved as circulated.

Carried

9.2 Cheque Distribution for October 2015

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Discussion:

B. Molesworth indicated roof repairs budgeted and confirmed for 2015.

Moved by: B. Gorski

Seconded by: L. Roy

That the Cheque Distribution Report for October 2015 be approved as circulated.

Carried

10. Report of Board Committees

10.1. Policy Committee Update. Refer to item 8.1.

10.2. IT. Refer to items 8.3 and 8.4.

10.3. Strategic Plan. Item deferred until December.

10.4. Friends of the Library. B. Molesworth reported the Friends of the Library continue their work. No issues.

11. New Business

11.1 Battle of the Books. B. Kettle reported the program has begun. Books are posted on the website and schools have shown interest. Sponsors are engaged to provide trophies and medals. Friends of the Library are replacing some of the older, worn books to be used by the program.

11.2 Books to Eat. Nicole DePinto of Grounded Coffee is leading the event. B. Molesworth will liaise with Nicole regarding her needs and progress.

11.3 MPL cheques. T. Sheridan reported that MPL staff are currently paid on Town cheques, but as we are a separate corporation, cheques should be in our name. Once the new cheques are purchased, the Town will continue to process the MPL staff cheques.

11.4 Survey. It was agreed that due to large recent decline in responses, the survey will be discontinued. Staff responses have been loaded into Survey Monkey.

Action:

- B. Molesworth will remove the public survey from the website.
- L. Roy and K. Stief will prepare an analysis of the results.

11.5 Trustee Council. T. Sheridan attended the November 7, 2015 Trustee Council Meeting. See Attachment A for information from meeting.

11.6 OLA Super Conference, January 27 to 30, 2016

- B. Kettle commented that Boot Camp appears to be the same as in the past.

Action: If Board members are interested in attending the conference, they should let T. Sheridan know by November 18 indicating which sessions they wish to attend.

12. CEO Report

12.1 October Report – See Attachment B

Action: B. Molesworth will send statistics report to the Board on November 13, 2015.

12.2 Correspondence. There was no correspondence.

13. Closed Meeting

Moved by: B. Gorski

Seconded by: S. Strathearn

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

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Libraries Act, RSO 1990, for purposes of considering personnel matters concerning an identifiable staff individual.

Carried

Moved by: B. Desroches

Seconded by: M. Pearce

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

Carried

Moved by: S. Strathearn

Seconded by: L. Roy

That the Midland Public Library Board confirms its discussions concerning an identifiable staff individual in the closed session held on November 12, 2015 and that the Chair of the Board be authorized to pursue action as agreed.

Carried

Action: Proceed with discussions with identified staff

Responsibility: T. Sheridan

14. Next Meeting

Date: 10 December 2015

Time: 7:00 pm

15. Adjournment

Moved by: B. Desroches

Seconded by: B. Gorski

That the meeting be adjourned at 8:45 pm

Carried

Signed:



T. Sheridan, Chair



L. Roy, Acting Recording Secretary

Date:

Dec-10/15

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Attachment A - Trustee Council #4, Nov 7, 2015

Attachment B - Librarian Report November 2015

Attachment C - Library Garden Tour Presentation

Attachment D - Library Operating Financial Statement as of October 31, 2015

Attachment E - Cheque Distribution Report for October 2015