

Midland Public Library

Board Meeting Minutes
Thursday, 21 June @ 7:00pm

Location: Midland Public Library – 3rd Floor Boardroom

Present B. Kettle, B. Desroches, R. Bald, B. Gorski, G. Nowak, L. Roy, K. Stief
Regrets P. Pantling
Staff C. Witzke, CEO

1. Call to Order

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

2. Declaration of Pecuniary Interest

None

3. Approval of the Agenda

Motion to approve the agenda

Moved by: G. Nowak

Seconded by: L. Roy

Carried

4. Approval of Minutes for May 2018 MPL Board Meeting

Motion to approve the May 2018 Board Meeting Minutes

Moved by: B. Gorski

Seconded by: B. Desroches

Carried

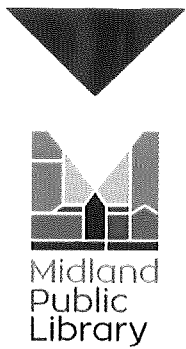
5. Correspondence

- One letter was received from the Ministry of Tourism, Culture & Sport acknowledging the Board's previous letter submission to them to increase provincial support for public and school libraries throughout the province.

6. Security Update

Discussion: Security has been fairly calm around the library, with the exception of a one incident involving drug/residue & staff contact. The issue was resolved quickly, the appropriate parties notified and sanitization carried out to ensure a safe space for all.

The OPP Facility Assessment was completed Saturday, April 28th. We are still awaiting the formal written report from that assessment.



B. Kettle sits on the Downtown Safety Task force and they have had their first couple of meetings. She will report back to the Board as the process progresses.

7. New Business

a.) Policy Updates

B. Kettle summarized the policies that had been provided to the Board in advance, for review and approval.

I. GOV-01 Purpose of the Board

This policy had been tabled from the May Board meeting, to revise the wording.

Motion approve the reviewed & updated policy

Moved by: B. Desroches

Seconded by: B. Kettle

Carried

II. GOV-03 – Duties & responsibilities of Individual Board members

Motion approve the reviewed & updated policy

Moved by: B. Gorski

Seconded by: L. Roy

Carried

III. GOV-04 Committees of the Board

Motion approve the reviewed & updated policy

Moved by: L. Roy

Seconded by: B. Kettle

Carried

IV. GOV-05 – Policy Development

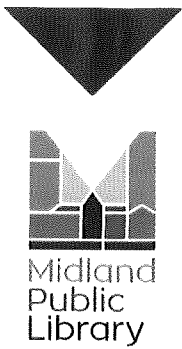
Motion approve the reviewed & updated policy

Moved by: B. Gorski

Seconded by: G. Nowak

Carried

V. GOV-06 Planning



Motion approve the reviewed & updated policy

Moved by: B. Desroches

Seconded by: B. Kettle

Carried

8. Capital Plan Update

The plans for the first floor renovation and the makerspace physical renovations are with the architect at this time. There were some concerns regarding electrical in the original part of the building, which slowed the process. It is the intent that tenders should be made public the week of June 25th, or as quickly as possible, pending the completed documents.

9. Governance Update

The Board's proposed governance structure has been reviewed by the Town Solicitor and accepted, reviewed by the Ministry of Tourism, Culture & Sport and accepted and has been taken to council. It appears that Council supported the proposed document/Terms of Reference and directed Town Staff to incorporate them into the standard Terms of Reference Template. Town Staff will then bring forward the appropriate by-law providing for the adoption of the Terms of Reference (Governance) for consideration and adoption by Council, as suggested by the Midland Public Library Board. It is expected that this will be completed this summer.

10. CEO Report

Discussion:

C. Witzke discussed the previously supplied CEO report. She noted the increase in programming at the library and discussed the large volume of programming that will continue to be available throughout the summer. Staff are already working hard on program plans for the fall & beyond. C. Witzke also discussed that circulation of materials and library memberships

C. Witzke reminded the Board that the Head of Children's Services had submitted her intention to retire at the end of 2018. The job posting for her replacement will remain active until early July with interviews being set for late July. The intended start date for this position would be in September to allow for significant overlap with the current Head of Children's Services for training purposes.



K. Stief inquired about the number of volunteers at the library and how it has changed over time. He suggested that this statistic be provided in the future. C. Witzke agreed and will include these figures in future reports to the Board.

L. Roy inquired when the next community survey would be conducted. C. Witzke stated that it was ready to be implemented, but had to be pushed back to allow for the Downtown Safety Task force to implement their survey, and their library specific survey, through our media outlets first. MPL's community survey will be implemented from mid-July to mid-August this summer. It will be available in both print and online formats.

L. Roy inquired about programming and which were successful and which were not. C. Witzke stated that the most successful programs are actually those with no fees associated, as those fees can become prohibitive to many users. K. Stief stated that he felt charging for most programs is not in alignment with our mission and vision. C. Witzke agreed, stating it would be beneficial to make as many programs as possible free to MPL's users. Discussion ensued indicating the Board would like to see very few, if any, program fees moving forward in 2019.

Motion to proceed with reconsideration of program registration fees for the 2019 Operating Budget, including the consideration of fees/donations towards charitable groups/organizations of the library's choice, for programs only for non-members and/or non-residents.

Moved by: K. Stief

Seconded by: R. Bald

Carried

11. Report of Board Committees

a) Finance Committee

Discussion:

C. Witzke reviewed the previously supplied Finance Committee report. K. Stief inquired whether or not MPL would hit its target for donations in 2018. The Finance and Fundraising Committees both felt that it was not impossible, but may difficult this year, as there are no fall fundraising events planned due to the likely construction/renovation on one or both floors of the library.

Motion to approve the May 2018 Operating Financial Statement

Moved by: K. Stief



Seconded by: B. Desroches
Carried

b) Fundraising Committee

Discussion:

R. Bald discussed the previously supplied Fundraising Committee Report. Butter tart and other food sales made over \$1000 towards donations for the library. It was a very busy day. Other items such as t-shirts and water bottles were also sold, but count towards general revenue, not donations. She extended thanks to everyone who provided butter tarts, volunteered and supported the library. R. Bald noted that the Fundraising Committee is looking for other opportunities for big events such as speakers, and is also developing a potential fundraising and naming rights list.

c) Nominations Committee

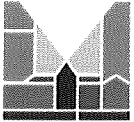
Discussion:

L. Roy discussed the supplied Nomination Committee report. So far there have been a few folks who have expressed interest in applying when the opportunity becomes available. It will be important for Board members to continue to increase awareness about the Board & the process of recruitment. L. Roy also indicated that if/when the governance model is approved through the Town Council, that a community member would be a great addition to the committee to help with the nominations and interviews. If any Board or Staff members know of anyone who may be a good fit for this shorter-term commitment, please pass their information along to L. Roy. There is potential to hold an information session in September for those who may be interested in submitting an application to the Board, to increase awareness and knowledge of the position and what would be expected.

11. Next Meeting

Date: July 19, 2018

Time: 7:00pm



Midland
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Library

10. Adjournment

Motion to adjourn at 8:35pm

Moved by: R. Bald

Signed:

B. Kettle

B.Kettle, Chair

Date: *July 23/18*

C. Witzke

C. Witzke, CEO & Recording Secretary