



Midland Public Library

Board Meeting Minutes

Thursday, 22 November @ 7:00pm

Location: Midland Public Library – 3rd Floor Boardroom

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

1. Call to Order

The meeting was called to order, by the Vice - Chair – P. Pantling at 6:58pm

2. Declaration of Pecuniary Interest

None

3. Approval of the Agenda

Motion approve to the November 2018 Board meeting agenda with amendment to add Board Legacy Document discussion.

Moved by: R. Bald

Seconded by: B. Gorski

Carried

4. Approval of October Board Meeting Minutes

Motion approve to the October 2018 Board meeting minutes

Moved by: B. Gorski

Seconded by: G. Nowak

Carried

5. Correspondence

None to share at this time

6. Security Update

The Library is still experiencing some safety issues with the vestibule area at the back staff door. We continue conversations with an architect and the Town of Midland to proceed with a method of enclosing the space to eliminate the problem area.

7. New Business

- a. Policy Updates - C. Witzke reviewed the previously supplied updates policies.

Motion approve to the updated policy OP-06 – Public Internet Services Policy

Moved by: L. Roy

Seconded by: B. Gorski



Carried

Motion approve to the updated policy OP-07 – Meeting Rooms

Moved by: R. Bald

Seconded by: L. Roy

Carried

Motion approve to the updated policy OP-08 – Children & Young Adults Services

Moved by: B. Desroches

Seconded by: B. Gorski

Carried

Motion approve to the updated policy OP-09 – Unattended Children

Moved by: R. Bald

Seconded by: B. Gorski

Carried

Motion approve to the updated policy OP-10– Circulation

Moved by: L. Roy

Seconded by: B. Gorski

Carried

b. Capital Plan Update

C. Witzke provided an update about the status of the capital projects, highlighting that the renovations to the second floor MakerPlace would be completed for the grand opening on December 1st. There will be a delay for 1 door and a window to the media lab due to the supplier, however this was not sufficient to delay the re-opening of the second floor and to launch the new MakerPlace.

c. Board Legacy Document

P. Pantling discussed the previously supplied Board Legacy Document. He asked that all Board members complete the document and return it to the chair, B. Kettle via email or in a sealed envelope at the Library. This new document will help the Board review their term, their projects, successes and areas for improvement. All Board members are to complete their document before December 7th, 2018.



8. CEO Report

C. Witzke discussed the previously supplied CEO report. C. Witzke also called for Board members to volunteer to help making cookies for the Cookie-walk at the annual MPL Christmas Market & with staffing the table for the Cookie-walk. It takes at least 2 volunteers at a time to run the table smoothly. Please let B. Kettle or C. Witzke know if you are able to volunteer. L. Roy stated she would be able to help, as did B. Desroches.

9. In – Camera Session

Motion approve to move to an in-camera session due to sharing of information about an identifiable individual

Moved by: B. Gorski
Seconded by: G. Nowak
Carried

Motion approve to rise from in-camera session

Moved by: R. Bald
Seconded by: B. Gorski
Carried

10. Report of Board Committees

a. Finance Committee

i. August, September & October Account Updates

C. Witzke discussed the previously supplied financial statements.

Motion approve to approve the August 2018 Operating Financial Statement

Moved by: B. Desroches
Seconded by: L. Roy
Carried

Motion approve to approve the September 2018 Operating Financial Statement

Moved by: B. Gorski
Seconded by: G. Nowak
Carried



Motion approve to approve the October 2018 Operating Financial Statement

Moved by: R. Bald
Seconded by: B. Gorski
Carried

C. Witzke informed that Board that after a discussion with S. Turnbull, the Director of Finance at the Town of Midland she was advised that the Board would be able to transfer any surplus from the 2018 Operating Budget into Capital Reserves to cover any potential shortfall, especially in relation to the renovation projects. This would require a motion from the Board to be provided to the Finance Department.

Motion to transfer any surplus funds from the 2018 Operating Budget into Capital Reserves to cover any potential shortfalls from the 2018 Capital projects, as directed by S. Turnbull, Director of Finance at the Town of Midland.

Moved by: B. Desroches
Seconded by: B. Gorski
Carried

ii. Draft 2019 Operating Budget

The Budget software is now once again accessible to Library staff. C. Witzke will continue work on the 2019 Draft Operating Budget with the Finance Committee. The Committee hopes to bring a 2019 Budget to the December 2019 meeting for approval by the Board.

b. Fundraising Committee

R. Bald discussed work done to date with our volunteer fundraiser, noting the vast amount of time committed to this committee by staff members to support the efforts. Board members on the committee have also been working very hard and putting in a lot of time towards a new fundraising strategy.

c. Nomination Committee

L. Roy reviewed the previously supplied report. She reminded everyone that Board applications are officially open to the public. The deadline to apply is December 12th, 2018. All current Board members wishing to return must also



complete an application form. These are available on the website as a pdf, or a fillable word document or in hard copy at the main desk in the Library.

L. Roy also provided an update about the Board open house that was held at the library. Although it was a quiet event a potential candidate came out of the evening, so it was well worth it. C. Witzke also represented the Board at the Committee Open House at the Town of Midland.

11. Next Meeting

Date: December 13th, 2018

Time: 7:00pm

12. Adjournment

Motion to adjourn at 8:11pm

Moved by: B. Desroches

Signed:

B.Kettle, Chair

C. Witzke, CEO & Recording Secretary

Date: _____