



Midland Public Library

Board Meeting Minutes
April 17th, 2019 @ 6:45pm

Location: Midland Public Library – 3rd Floor Boardroom

Present R. Bald, B. Gorski, C. McKay, L. Cascagnette, G. Canning, P. Pantling, C.
Regrets L. Roy, B. Kettle
Staff C. Bergstrom, CEO

1. Call to Order

The Board Vice-Chair, R. Bald, called the meeting to order at 6:58pm.

2. Declaration of Pecuniary Interest

None

3. Approval of the Agenda

Motion to approve to the April 2019 Board meeting agenda

Moved by: C. McKay

Seconded by: L. Cascagnette

Carried

4. Approval of March 2019 Board Meeting Minutes

Motion to approve to the March 2019 Board meeting minutes

Moved by: C. Curlette

Seconded by: G. Canning

Carried

5. Correspondence

None at this time

6. Security Update

C. Bergstrom provided an update about the enclosure project at the staff entrance. The project was completed very quickly and is a seamless fit into the design of the building. This will have a large positive impact on the negative activities that seemed to be drawn to the space before.

7. Board Continuing Education

The Library Board received in depth introductions from the three coordinators of the programming team: F. Roebuck Shergold – Community Engagement Coordinator, J. Paquette: Adult & Teen Services Coordinator & M. Lauro: Children's Services



Coordinator. The provided summaries of their roles with the library as well as a small sample of the many programs and initiatives they have brought to the library. As a whole, the board was very thankful for their hard work and efforts. The programming team was commended for all they do.

8. CEO Report

C. Bergstrom discussed the previously supplied CEO report. She was proud to update the board about the status of a few grants. The library is still waiting to hear back about the status of the rotary grant. However, MPL was successful in obtaining grants for 3 summer student positions, for a value of approximately \$12,000. MPL was also successful in obtaining a federal grant from Service Canada for a new technology for senior's initiative we will be launching very soon. This grant is valued at just over \$20,500.

C. Bergstrom reminded the Board about completing their AODA certification and forwarding their certification as soon as possible. This certification is required from all staff, board members and volunteers.

C. Bergstrom reminded the Board Members about a few important dates including:

- **Saturday, May 4th**: SOLS Trustee Workshop (hosted at MPL). Board members are to register themselves through the LearnHQ portal.
- **Friday, May 31st**: MPL Annual Block Party
- **Saturday, June 8th**: Butter tart festival

9. New Business

a. **MakerPlace Card Fee for non members \$60 / one time fee \$15**

C. Bergstrom discussed the current membership costs for those wishing to have a full membership at the library, but who do not live within a municipality that provides financial support to the library. It has become apparent that some users from other municipalities are interested in using the Makerspace, but not wanting to utilize the full collection or services. To accommodate this, and to be fair to the municipalities who provide financial support the notion of a MakerPlace only fee was discussed. All Board members agreed that this was the fair thing to do, and provided a discounted option for users who didn't need the collections or other range of services. P. Pantling suggested the creation of a 1-time use fee to accommodate users who may just be passing through the community, tourists, etc.



Motion to introduce a \$60/year / \$15 one time fee for the MakerPlace for users who do not reside within a municipality which provides financial support to the library.

Moved by: C. McKay

Seconded by: P. Pantling

Carried

b. Library Card Membership for programs

C. Bergstrom discussed the suggestion that a valid library membership be required for any registered programs. The board felt that this would ensure that the members of the communities providing financial support to the library would be the ones benefiting from the programming. C. Bergstrom suggested that a library membership not be required for ticketed events, where users are paying for access, nor for drop-in programs due to their nature. The requirement for a library membership would be for registered programs such as tech help, clubs, science programs, etc. The board all agreed that this would ensure fair use of the library's programs.

Motion to require a valid library membership for anyone in a registered library program.

Moved by: C. Curlette

Seconded by: P. Pantling

Carried

c. SOLS Cuts

C. Bergstrom discussed the recent cuts to the Ontario Library Service by the Provincial Government. Their budget was cut by over 50%, resulting in the first cut being the immediate cancellation of the Interlibrary Loan Service. This service delivered almost 800,000 items in 2018, with Midland being roughly 6,000 of those items annually (both loaning and borrowing). C. Bergstrom also explained that through SOLS MPL also receives other benefits such as a large collection of approximately 80,000 e-books and audiobooks, of which our patrons utilized 12,000 times in 2018. They also provide training, advice & consulting for library staff, CEOs and boards. It is likely that there will be other cuts coming, but at this time they are unknown. C. Bergstrom will update the Board as information becomes available. She also discussed a draft letter, from the board, to the Ministry in relation to the cuts. A draft will be sent out to



Board members for review and input. An informational memo will also be prepared and sent to the Town of Midland Council & relevant department heads.

d. Township of Georgian Bay Borrowing

The Township of Georgian Bay Public Library reached out to MPL to discuss the possibility of setting up a small loan-style system between a few branches. Their CEO is local to our area and would be willing to transport materials borrowed from our library to the Township of Georgian Bay for those patrons to access. Although admirable in efforts to mitigate the impacts on the libraries, it was felt that this was an inefficient and unsustainable solution, which is also fraught with liabilities. It was determined that this would not be a viable option for the Midland Public Library.

10. Report of Board Committees

a. Finance Committee

C. Bergstrom discussed the previously supplied finance committee report.

Motion to approve the March 2019 Operating Financial Statement

Moved by: G. Canning
Seconded by: L. Cascagnette
Carried

b. Policy Committee

- FN-04: Intellectual Freedom

C. Bergstrom discussed the previously supplied policy. There were no suggested edits to this policy.

Motion to approve the updated Intellectual Freedom Policy FN-04

Moved by: B. Gorski
Seconded by: C. Curlette
Carried



- OP-17 Staff Use of Technology

C. Bergstrom discussed the previously supplied policy. There was one addition to this policy, as submitted by L. Roy: that no unauthorized software be downloaded onto any library computer without approval from the CEO.

Motion to accept the newly developed policy OP-17

Moved by: G. Canning

Seconded by: B. Gorski

Carried

- OP-18 Working Alone

C. Bergstrom discussed the previously supplied policy. There was one addition to this new policy, as suggested by L.Roy – a detailed process for the check-in person if an employee is working off site.

Motion to accept the newly developed policy OP-18

Moved by: C. McKay

Seconded by: G. Canning

Carried

- OP-19 Security, Safety & Emergency

C. Bergstrom discussed the previously supplied policy. There were no suggested edits to this policy.

Motion to accept the newly developed policy OP-19

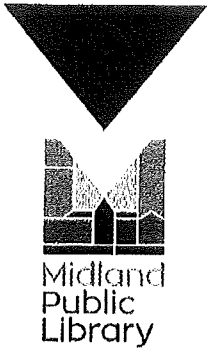
Moved by: B. Gorski

Seconded by: R. Bald

Carried

c. Fundraising Committee

C. Bergstrom discussed the previously supplied Fundraising Committee Report. She provided the Board with a summary of upcoming fundraising events that would require their support in various forms, including the MPL Block Party on May 31st, the Butter tart Festival on June 8th, and the Christmas Market on December 14th.



d. Assessment & Development Committee Committee

C. Bergstrom discussed the previously supplied A&D Committee Report.

11. Next Meeting

Date: May 16th, 2019 - 3rd floor boardroom
Time: 7:00pm

12. Adjournment

Motion to adjourn at 8:28pm
Moved by: G. Canning

Signed:

Barb Kettle
B. Kettle, Chair

C. Bergstrom
C. Bergstrom, CEO & Secretary

Date: May 16 / 19