



Midland Public Library

Board Meeting Minutes
Wednesday, 15 April @ 10am

Location: Online via Zoom

Present R. Bald, B. Kettle, B. Desroches, C. McKay, L. Hillman, B. Gorski
Regrets C. Curlette, K. Weishar
Staff C. Bergstrom, CEO

1. Call to Order

The Board Chair, R. Bald, called the meeting to order at 10:25am.

2. Declaration of Pecuniary Interest

None

3. Approval of the Agenda

Motion to approve to the April 2020 Board meeting agenda

Moved by: C. McKay

Seconded by: L. Hillman

Carried

4. Approval of the March 2020 Board Meeting Minutes

Motion to approve to the March 2020 Board meeting minutes

Moved by: B. Desroches

Seconded by: B. Kettle

Carried

5. Correspondence

None at this time. C. Bergstrom informed the Board that all Library mail was being forwarded during the pandemic to ensure no correspondence or invoices would be missed.

6. Security Update

C. Bergstrom provided an update about security in and around the Library. While the Library is closed due to the pandemic, it is being checked regularly, inside and out, by rotating staff. No staff members are working from the building to ensure their safety. There were no major issues with security and no questions from the Board.



7. Board Continuing Education

No continuing education at this time. B. Kettle asked all board members to take a close look at the strategic plan, read it through carefully for discussions in future meetings. We will be working towards having a completed revision before the end of 2020. With a very sound strategic plan in place, board members were reminded that it might not be necessary to redo the entire plan, but rather to review and update as necessary.

C. Bergstrom shared that she had met with all staff in one-on-one meetings to get their feedback regarding the current strategic plan, successes and areas of improvement that they see for the Library. This, in combination with board input, research, community surveys and feedback will be used during this process.

8. CEO Report

C. Bergstrom discussed the previously supplied CEO report. There were no questions about the supplied report. In addition to the written report C. Bergstrom shared that the Library was working closely with Simcoe County IT to transition to a new email server. The previous server and email system that was established many years ago is not sufficiently secure.

C. Bergstrom also noted that all of the staff have really stepped up during the pandemic to work together to find new ways of serving the community through programming and member services.

R. Bald inquired about the Library Mi-Fi hotspots, as they were all on loan at the time of closure. C. Bergstrom noted that they had all been returned, sanitized and some were deployed to staff, as needed, to assist with working remotely.

9. New Business

a. COVID-19 Update

C. Bergstrom discussed the Province's extension of the state of emergency to May 12th. As a result, the Library has cancelled all programs and room bookings for May, as a precaution. When the Library is able to re-open, it is likely there will also be restrictions on public facilities, which may include programming, rentals, and numbers of people in the facility at a time. We are

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taking it one day at a time, and continuing to expand our virtual services to support the community, including working on a new platform for an online Summer Reading Program.

C. Bergstrom also provided an update about using the Library 3D printers to 3D print face shield bands, which are then provided to our new partner, St. Theresa's High School, who will add the face shield portion. These will then be sanitized and provided to GBGH for front line health care workers.

10. Report of Board Committees

a. Finance Committee

C. Bergstrom discussed that with the closure full access to financials is not possible remotely. They will be accessed and brought for approval when we are re-opened or sooner if we are able to gain access to the software. At that time we will also look into previous corrections that were requested.

C. Bergstrom shared with the Board that, at the request of the Town of Midland, that the Finance Committee worked together to defer \$35,000 of our planned \$57,000 capital spending for 2020, to assist with easing cash flow issues for the Town. The Town has kindly allowed for the residents to defer tax payments if needed during this tough time. The Finance Committee and CEO felt this was important to do to help, due to the current situation our community is facing.

Motion to defer approval of Operating Financial Statements until the pandemic measures are complete.

Moved by: B. Kettle

Seconded by: C. McKay

Carried

b. Policy Committee -

- i. GOV-08 – This was a review of an existing policy, Board Advocacy. There were no changes.

Motion to approve the reviewed policy – GOV-08 – Board Advocacy.

Moved by: B. Desroches

Seconded by: R. Bald



Carried

- ii. GOV-09 – Evaluation of the CEO. This was a review of an existing policy, there were minor changes made to this policy to align with the policies and procedures of the Assessment & Development Committee.

Motion to approve the review of GOV-09 – Evaluation of the CEO

Moved by: B. Kettle
Seconded by: L. Hillman
Carried

- iii. GOV-10 - Board Evaluation– This was a review of an existing policy, there were minor changes made to this policy to align with the policies and procedures of the Assessment & Development Committee.

Motion to approve the updated policy GOV-10 - Board Evaluation

Moved by: B. Desroches
Seconded by: C. McKay
Carried

c. Fundraising Committee & Sponsorship working group

B. Kettle provided a report regarding a new fundraising effort she has started since the pandemic. She has been sewing facemasks for the public, available by donation to the Midland Public Library. C. McKay noted she would be able to help with these efforts if needed.

d. Assessment & Development Committee: No updates at this time.

11. Next Meeting

Date: May 21, 2020 - Online via Zoom or in-person at the Library if re-opened.
Time: 6:00pm

12. Adjournment

Motion to adjourn at B. Gorski.
Moved by: 11:11am.

Signed:

Approved in virtual meeting due to pandemic
R. Bald, Chair

Approved in virtual meeting due to pandemic
C. Bergstrom, CEO & Secretary

Date: May 21, 2020

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