



Midland Public Library

Board Meeting Minutes

Thursday, 27 February @ 7pm

Rescheduled to Thursday, 5 March @ 6pm due to weather

Location: Midland Public Library – 3rd Floor Boardroom

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

1. Call to Order

The Board Chair, R. Bald, called the meeting to order at 6:02pm.

2. Declaration of Pecuniary Interest

None

3. Approval of the Agenda

Motion to approve to the February 2020 Board meeting agenda

Moved by: R. Bald
Seconded by: C. Curlette
Carried

4. Approval of the December 2019 Board Meeting Minutes

Motion to approve to the December 2019 Board meeting minutes

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

5. Correspondence

C. Bergstrom informed the Board that the SOLS trustee council needs a representative from our Board. This role receives communications of information to be shared with our board and participates in their meetings, which are typically 2-3 times per year. C. Curlette stated she would be interested in taking on this role for the MPL Board.

Motion to approve to C. Curlette at the MPL SOLS Trustee

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

C. Bergstrom shared an update from FOPL regarding the previously proposed changes to DC charges. The government has indicated that they are now considering keeping libraries as part of standard DC charges, as opposed to moving



them into the softer “Community Benefits Charges” as previous proposed. This would ensure a more consistent and defined line of funding related to development in the community. This new review is open for consideration until March 30th. C. Bergstrom to forward the full notice to all Board members.

6. Security Update

C. Bergstrom provided an update about security in and around the Library. There were no major issues with security and no questions from the Board.

7. Board Continuing Education

Deferred until the March 19th meeting when more members will be in attendance.

8. CEO Report

C. Bergstrom discussed the previously supplied CEO report. There were no questions about the supplied report.

C. Bergstrom discussed the pest problem in the library facility. The most sustainable and ongoing solution to the problem would be to obtain a cat for the facility. A plan has been prepared for removing the cat from the main floors during operating hours to ensure patron comfort. The Library would be partnering with the local Humane Society with for this initiative.

Motion to approve to the addition of a Library Cat to assist with pest control

Moved by: C. Curlette

Seconded by: B. Kettle

Carried

C. Bergstrom updated the Board about the potential reciprocal agreement with Penetanguishene, Springwater and incorporating Tiny Township into the equation. The three libraries hope to approach Tiny soon to discuss options and mutual benefits to all communities, including reduction of staff time in processing membership paperwork.

Motion to approve to the moving forward with attempting to create a reciprocal agreement with Penetanguishene, Springwater and Tiny Township.

Moved by: C. Curlette

Seconded by: B. Kettle

Carried



C. Bergstrom proposed the notion of removing late fines for children's items. Such a move would remove financial barriers for children wanting and needing access to the library. Fines would still be incurred for lost or stolen items, and for all other items in our system. The Board requested time to think about and further analyze this proposal before making any decisions.

9. New Business

a. Number of Board Meetings Annually

C. Bergstrom discussed the desired number of board meetings per year, in light of the recent changes to the Public Libraries Act. While 7 meetings is the minimum, maintaining 9-10 meetings will ensure efficient operations. Taking off July and August is standard procedure throughout many libraries to allow all board members to have a break and enjoy their summers. R. Bald suggested also removing the December meeting, as it's always a difficult time of year and hard to obtain quorum right before Christmas. It was also discussed about the potential of changing the time of the Board meetings to 6pm from 7pm. The Board members decided to wait to discuss the time of future meetings until the March 19th meeting.

Motion to approve to moving to 9 meetings per year from 12 meetings per year, taking off July, August & December, noting that additional meetings can be called at any time, as needed.

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

10. Report of Board Committees

a. Finance Committee

C. Bergstrom discussed the previously supplied finance committee report. There were no questions regarding the report.

Motion to approve the December 2019 Operating Financial Statement

Moved by: C. Curlette
Seconded by: R. Bald
Carried

Motion to approve the January 2020 Operating Financial Statement

Moved by: B. Desroches



Seconded by: B. Kettle
Carried

b. Policy Committee -

- i. HR-03 – C. Bergstrom discussed the new policy regarding the Board’s Supplementary Benefit Plan. The Policy Committee and the Finance Committee reviewed this new policy in depth as it relates to the budget. B. Desroches asked for clarification regarding EI requirements in relation to the new policy.

Motion to approve the new policy HR-03 – Supplementary Benefit Plan

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

- ii. GOV-01 – This was a review of an existing policy, there were no changes required to this policy.

Motion to approve the review of GOV-01 – Purpose of the Board

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

- iii. GOV-02 – This was a review of an existing policy, there was only one minor change related to the frequency of Board members attending the OLA Super Conference to note that it is on a rotating basis, as budget would allow.

Motion to approve the updated policy GOV-02 - Board Orientation

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

- iv. GOV-03 – This is an existing policy that was scheduled for review. There were no changes to this policy required.

Motion to approve the updated review of GOV-03 – Duties & Responsibilities of Individual Board Members.

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

- v. GOV-04 – This is an existing policy that was scheduled to review. The only updates involved ensuring that the terms of reference for



committees included matched the current terms for each committee, as approved by the Board.

Motion to approve the updated policy GOV-04 – Committees of the Board

Moved by: C. Curlette

Seconded by: B. Kettle

Carried

- vi. OP-24 – This is a new policy that was created to formalize procedures already in place to ensure the safety of children, youth and teens in various programs and places throughout the Library.

Motion to approve the new policy OP-24 – Unaccompanied Adults

Moved by: B. Kettle

Seconded by: C. Curlette

Carried

c. Fundraising Committee & Sponsorship working group

B. Kettle provided a report for the fundraising committee. She noted that the mini golf event is now being postponed until November 6th and 7th. She reminded that Board that since this is a Board fundraising event, that Board members will be requested to help at the event and be in attendance.

C. McKay previously sent out a summary for the sponsorship working group. There were no questions about the report.

11. Next Meeting

Date: March 19, 2020 - 3rd floor boardroom

Time: 7:00pm

12. Adjournment

Motion to adjourn at 6:57pm

Moved by: B. Desroches

Signed:

Approved in virtual meeting due to pandemic

R. Bald, Chair

Approved in virtual meeting due to pandemic

C. Bergstrom, CEO & Secretary

Date: March 19th, 2020