
Midland Public Library Board Meeting Minutes

Thursday February 25, 2016 at 7:00 p.m.

Location: Library

Present B. Kettle, T. Sheridan (Chair), S. Strathearn, M. Pearce, L. Roy, B. Gorski,
P. Pantling
Remote B. Desroches, K. Stief

1. Call to Order

The meeting was called to order by the Chair at 7 p.m.

2. Approval of Agenda

The following item was added by S. Strathearn

- Correspondence related to MPL was received by the town. It was added to the New Business portion of the agenda.

3. Declaration of Pecuniary Interest

- There were no declarations.

4. Approval of January 14, 2016 MPL Board Minutes

There were no changes.

Moved by: B. Gorski

Seconded by: S. Strathearn

That the minutes be approved as circulated.

Carried

5. Approval of January Accounts

5.1 Cheque Distribution Report

- *Irena's Cleaning Services* (line 9553). B. Gorski noted that this appeared a few months ago because of MPL janitor absence, and questioned if the janitor was absent again, or if this is a repeat of the same transaction.
Action: T. Sheridan to review with C. Budgell.
- *E-resource Lic Renewal* (line 9665). L. Roy questioned what was being licensed and the frequency.
Action: T. Sheridan to review with C. Budgell.
- *Roof Repair* (line 9636). S. Strathearn questioned the amount. T. Sheridan explained that some work was undertaken, but was not finished due to the weather. T. Sheridan also noted that she did not approve payment of the invoice.
Action: T. Sheridan will determine specifics of roof repair, and follow-up with M. Villeneuve the process for cheque approval.

5.2 Operating Financial Statement

- *Sick Bank payout* (line 1151). T. Sheridan explained this is a 2015 charge and it will be reversed out.
- **Program Costs** (line 3240). L. Roy questioned what program was being funded.
- **Elevator Repair and Maintenance** (line 3515). This is for routine maintenance.
Action: T. Sheridan will follow-up on Program Costs.

6. Memo of Understanding (MOU)

Andrea Fay (Acting CAO for the Town of Midland) has indicated the Town has some questions. S. Strathearn and T. Sheridan will meet with Town representatives on March 10 to address questions.

7. Report of Board Committees

7.1 Finance Committee Update

B. Gorski reported that the Town spent \$400 to purchase and install electric hand dryers for visitor washrooms. Staff washrooms do not have electric hand dryers as they prefer paper towels. Further the *Towel, Tissue* expense item includes cleaning products, garbage bags, etc. No further action requested.

7.2 Policy Committee Update

The MPL Policy Document has been update with Board member edits. Document will be provided to C. Budgell for her comments, after which it will be implemented.

Action: T. Sheridan to provide draft of MPL Policy Document to C. Budgell.

7.3 IT Transition Update

- Transition went well. There was some frustration among staff as more key strokes are required for some transactions. It is expected more experience with the new system will minimize this.
- To our knowledge, there were no serious issues with the MPL closure, or the one day web site outage. Only known complaint is from Tiny, as reported by M. Pearce.

7.4 Strategic Plan

The draft plan was reviewed and edits discussed.

Action: T. Sheridan to edit plan and send out new version.

Implementation plan was discussed.

- S. Strathearn suggested the plan be widely communicated in a brochure format similar to the Innisfil Library brochure.
- In response to an inquiry from S. Strathearn, T. Sheridan and K. Stief confirmed the brochure version will not be issued until the 'long version' is complete so that both documents will be released together. K. Stief explained the detailed Strategic document is in progress. Goal is completion at end of March 2016.

- C. Budgell will present the Strategic plan to council and other community groups.

Action: T. Sheridan will request a deputation slot for C. Budgell in the April Town of Midland Council meeting.

7.5 Survey Analysis Update and Communication

- Reference was made to the Community Survey summary L. Roy sent to the board. Further work and follow-up to the survey will be left to the MPL staff.
- The first draft of the Community Survey Communication was discussed and edits suggested. Once the communication is final, it will be published on the MPL website and bulletin boards, and other Town sites.

Action: L. Roy will incorporate the edits and forward to the board. A request will be made to post the document at the MCC and the Askennonnia Centre.

8. New Business

8.1 Battle of the Books

M. Pearce, S. Strathearn and L. Roy have volunteered to assist on April 12th from 12:30 p.m. to 2:30 p.m.

B. Kettle announced the March 17th Free Science Workshop, a collaboration between the MPL, and *We are the Villagers*.

8.2 2016 Budget

MPL overspent by \$40k in 2015, to be repaid in 2017.

Moved by: B. Gorski

Seconded by: S. Strathearn

To use the Development Charge reserve to pay down debt.

Carried

Action: T. Sheridan to address Vacation Reserve funding with M. Villeneuve

8.3 Building Deficiencies

- There is approximately \$100k of repair work needed. It was agreed that we need to work with Town of Midland staff to build a comprehensive list of prioritized repairs with corresponding quotes.
- P. Pantling suggested that the MPL do a reserve fund study with the help of a specialized engineer or ACI appraiser.
Action: P. Pantling to look into getting an appraiser and report at the next meeting.
- Currently, the Library Capital Reserve fund is a trust fund which incurs unnecessary bank fees and administration. M. Villeneuve has suggested changing this to a non-trust fund.

Moved by: B. Gorski

Seconded by: S. Strathearn

To disband the current Library Capital Reserve fund and move it to a non-trust fund as determined by M. Villeneuve.

Carried

8.4 Books to Eat

This program is popular and brings in revenue to the MPL, and the board wishes to have this program continue again this year despite Nicole DePinto inability to lead.

Discussion included finding other community members to lead and co-lead the program.

Action: S. Strathearn will approach N. DePinto to advise her that the Board wants to proceed with hosting *Books to Eat* and to ask if she would be interested to be a member of a formed committee to organize the event. If N. DePinto decides she is unable to participate, T. Sheridan and S. Strathearn will approach other individuals to lead *Books to Eat*.

8.5 CEO/Board Meet and Greet

C. Budgell arrives at MPL on March 1. T. Sheridan will meet with C. Budgell to complete the HR forms and introduce her to her staff. C. Budgell will be at the March Board meeting. Also discussed was how to create opportunities for the community to meet her.

8.6 Correspondence

Correspondence was received through the mayor's office offering to share experiences in multiple technologies in creating a maker space at MPL when MPL is ready to pursue this item.

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8.7 North Simcoe Community Futures Development Corporation (NSCFDC) Follow-up Meeting

T. Sheridan, P. Pantling and C. Budgell will be meeting with Bob Minhas, Small Business Consultant and Chris McLaughlin, General Manager, of North Simcoe Community Futures Development Corporation on March 8. Bob and Chris have been working on a tailor made program to be conducted at the Library dealing with entrepreneurship.

9. Next Meeting

Date: March 10, 2016

Time: 7:00 p.m.

10. Adjournment

Moved by: B. Gorski

Seconded by: M. Pearce

That the meeting be adjourned at 9:00 p.m.

Carried

Signed:



T. Sheridan, Chair


L. Roy, Acting Recording Secretary

Date: Mar. 10/16.