

Midland Public Library Board Meeting Minutes

Thursday, 10 March 2016 @ 7:00pm

Location: The Library

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

1. Call to Order

Discussion:

- The meeting was called to order by the Chair, Trisha Sheridan at 7:00pm.

2. Approval of the Agenda

Discussion:

- The agenda was reviewed and the following changes were requested by S. Strathearn. under item 9. New Business
 - Presentation to Tiny Council
 - Plastic Library Cards

3. Declaration of Pecuniary Interest

Discussion:

- There were no declarations.

4. Approval of Minutes for 25 February 2016 MPL Board Meeting

There were no changes

Moved by: B. Gorski

Seconded by: K. Stief

5. Crystal Budgell Introduction & Comments

C. Budgell introduced herself to the board and provided an overview of her education and experience. Crystal then discussed her observations since starting her position on March 1st, 2016. This highlighted some areas for improvement within the library including:

- Streamlining of staff duties to realign them with their position and ensuring time is used effectively and efficiently. This will involve the creation of detailed job descriptions, changes to the schedule as well as an updated organizational chart.
- Safety issues in relation to the use of the washrooms and the future installation of locks on the second floor and basement washroom doors. Communication has been made with the local police and they are now conducting regular walks through the building as well.
- Issues related to the storage of unnecessary items and organization of various storage rooms, boiler rooms and additional spaces causing access and safety concerns. Plans have been made to remedy this situation in the near future.

- Investigating some of the contracts we have with vendors such as for the copiers, book suppliers, etc. to ensure we are receiving the best value for our dollar.
- The areas of opportunity for expansion in programming and services to groups such as children, teens, adults, seniors and the business community. Also discussed was a meeting attended by C. Budgell, T. Sheridan and P. Pantling with Chris McLaughlin of North Simcoe Community Futures Development Corporation and Bob Minhas of the Greater Barrie Enterprise Centre. With their help we will be launching a new 4 part series of business programming in May to help with all stages of the lifecycle of a business.
- There have been some issues with the move to the new ILS – Symphony, in relation to the transfer of data, inputting of new materials, etc. Staff have been working to troubleshoot the bugs in the system.
- Exploring more opportunities for making the library a more inviting space to the community & utilization of more unused space.

6. Approval of the Account for January 2016 and February 2016

6.1 Cheque Distribution for January 2016

Discussion:

- T. Sheridan highlighted the programming cost in the amount of \$766.53 as the license for showing movies in house.
- The amount of \$2992.71 was for the license renewal of e-resources.

Moved by: M. Pearce
Seconded by: S. Strathearn
Carried

6.2 Operating Financial Statement for January 2016

Discussion:

- The invoice for the roof repairs was less than expected because when the company arrived to make the repairs they discovered the issue was actually the windows that were leaking, not the roof. Appropriate repairs were made to the windows. Also noticed during that time was a variety of soft spots on the roof. Lylle from the town has been working with us to help resolve this issue as well as the leaking atrium.

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

6.3 Cheque Distribution for February 2016

Discussion:

- T. Sheridan clarified that the Tumbleweed Press Inc. invoice for \$1493.73 was a licence fee for the children's computers.
- T. Sheridan discussed the Hydro rates and that due to a new global adjustment charge that it will be hard to predict the rates for the years since the kWh rate can vary anywhere from \$0.03 per kWh to \$0.11 per kWh. S Strathearn discussed talking with Natural Resources Canada to see if there would be alternative energy options in the future.
- T. Sheridan highlighted that the \$5,779.97 to Library Services Centre was part of our annual processing contract with that vendor.

- S. Strathearn questioned the costs of leasing and using the copier equipment. C. Budgell will investigate the terms and conditions of the contract and alternative options can be explored.

Moved by: P. Pantling
Seconded by: K. Stief
Carried

6.4 Operating Financial Statement for February 2016

Discussion:

T. Sheridan highlighted that although the Sick Bank payout of \$13,808.11 is still showing on the February F/S, Marc Villeneuve has assured her it has been reversed out and should not be showing on future reports.

Moved by: S. Strathearn
Seconded by: B. Gorski
Carried

7. Memo of Understanding with the Town of Midland Update

T. Sheridan discussed a meeting with the Mayor & various town department heads as well as S. Strathearn and C. Budgell regarding the MOU. There are some edits required to the document to ensure all parties involved are comfortable with the responsibilities assigned. The mayor has also requested that an analysis be conducted to determine the cost of the town providing the requested support services to the library. Once the document has been finalized it will be presented to council for approval.

Action:

- T. Sheridan & C. Budgell will meet with each department head to clarify the details pertaining to their department's support.
- T. Sheridan will make required edits to the MOU document.

8. Report of the Board Committees

8.1 Strategic Plan – Detailed Draft Update

S. Strathearn asked if there was a way to make it clear in the short form strategic plan which areas of the community we plan to target with improved services. When both documents have been finalized they will be formatted and branded for consistency.

Action:

- K. Stief will make proposed edit to the short form document and circulate to the board for comments.
- K. Stief will circulate a draft of the detailed support document to the board this week for further comments.
- C. Budgell will finalize formatting and design of final drafts of both the short and long form documents.

8.2 Survey Communication

Final edits are being completed.

Action:

- L. Roy circulated the final draft and is now ready for distribution.

9. New Business

9.1 Building Deficiencies

T. Sheridan discussed a list of deficiencies that has been identified throughout the building, and thanked Lylle from the Town for his support in identifying and addressing these issues. Quotes to remedy the various issues have been coming in slowly and will be reported back to the board to address. B. Kettle asked about the issue of flooding of the sidewalk area on the North side of the building as this is Town Property. This flooding issue is known to the Town.

9.2 Books to Eat

S. Strathearn discussed the timing of the event and explained that it is an annual event that happens globally and the date is significant to the event. In discussions with Nicole DePinto of Grounded Coffee it has been determined that there is not sufficient time for vendors, planning or obtaining financial support to proceed. The board and library looks forward to working closely with Nicole to proceed with the event again in 2017.

9.3 CEO / Board Council Presentation – May 2016

A formal request has been submitted to present a deputation at a council meeting in May, at which time C. Budgell will also present the new Strategic Plan to the Mayor & Council.

9.4 Presentation to Tiny Council

S. Strathearn discussed a presentation given to Tiny Council by the Springwater & Penetanguishene libraries describing the services available to their residents. Also mentioned was a short list of services & hours that was included in their tax bill as an effort to recruit new library members. S. Strathearn suggested we also try to make a presentation to the Tiny Council and see if we can be involved in the information sent out with tax bills

9.5 Plastic Library Cards

S. Strathearn mentioned an initiative by another library in a move towards sustainability and going green that moved from plastic library cards to wooden ones and invited all of their patrons to come in and swap out their old plastic cards. In moving forward we will investigate alternative card options for sustainability and ease of use.

10. Next Meeting

Date: April 14th, 2016

Time: 7:00pm

11. Adjournment

Moved by: K. Steif

Seconded by: S. Strathearn

That the meeting be adjourned at 8:55pm

Carried

Signed:

T. Sheridan, Chair

C. Budgell, Recording Secretary

Date: _____