

Midland Public Library Board Meeting Minutes

Thursday, 15 September @ 7:00pm
Location: Midland Public Library – 3rd Floor Boardroom

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

1. Call to Order

The meeting was called to order by the Chair, T. Sheridan, at 6:56 pm.

2. Declaration of Pecuniary Interest

There were no declarations.

3. Agenda Approval

Motion to approve the Agenda

Moved by: B. Desroches

Seconded by: K. Stief

Carried

4. Approval of Minutes for 11 August 2016 MPL Board Meeting

Moved by: K. Stief

Seconded by: P. Pantling

Carried

5. CEO Report

Discussion:

The CEO report was provided to the Board members in advance of the meeting for review.

K. Stief has asked if it was possible to have staff setting up more thematic displays in the Library, especially seasonal, award winning/nominated or in relation to current events. C. Budgell noted that this can be done and that staff can all be involved.

B. Desroches inquired about how much funding the Library receives from the Friends Group. C. Budgell mentioned that the Friends Group purchases items on the Library's behalf, such as the new Tween Space, the new TV in the Children's department, etc. in 2016 their total contribution will be over \$14,000. C. Budgell commended the hard work of the Friends Group in running the bookstore. The Board noted their appreciation for the dedication of the Friends.

K. Stief asked about a previously mentioned joint project with Huronia Museum about online resources. C. Budgell will be reaching out to the museum to inquire about the status of this event.

K. Stief requested that the General Committee report also be uploaded to the website. C. Budgell has indicated that this will be an easy addition once the new website is live and will ensure this is done on a regular basis.

6. Memo of Understanding Update

C. Budgell reported that the MOU was put forward to Council on August 22nd and was accepted. C. Budgell will obtain a copy signed by the Town and provide to T. Sheridan for her signature.

7. Report of Board Committees

7.1 Fundraising Committee

T. Sheridan spoke to the committee's commitment to obtaining more funds in 2017. The Fundraising Committee has requested two additional volunteers from the Board to join the committee. Board members discussed their various commitments and will consider in what ways they can contribute. P. Pantling asked if we could add a volunteer from the community for the Fundraising Committee. All Board members agreed that this was an excellent option. P. Pantling will reach out to some contacts that may be able to fulfill this role. Additions to the committee will be discussed at the next Board meeting. Moving forward the committee will develop their strategic direction.

Murder Mystery event has been cancelled since another organization in Midland is holding a similar event on the same weekend. The committee is working towards other initiatives to replace this fundraising event.

C. Budgell provided updates regarding the Library Gala for June 24th, 2017; the Christmas Wreath Auction, which will be launched on November 23rd, and run to December 7th; and a spring silent auction. T. Sheridan highlighted the importance of Board members helping to support these endeavours.

C. Budgell informed the Board that the Library was awarded a Canada 150 Celebration Garden. A planting ceremony will be planned during Public Library Week to celebrate the award and to prepare for Canada's 150th birthday in 2017.

7.2 Finance Committee

K. Stief discussed the new Finance Committee report that was distributed to the Board prior to the meeting and requested feedback. P. Pantling appreciated the condensed version being supported by the monthly financials. It was noted that any financial issues or concerns noted by the Finance Committee would be brought to the entire Board. K. Stief discussed that this new reporting structure

was created to provide a more defined position and direction to the Board regarding the Library's finances each month.

K. Stief informed the Board that in light of the current financial situation that the Library is able to recruit and fill the role of the Community Programs Supervisor starting in November 2016, rather than in 2017. This hiring will allow the Library to get a start towards the new Makerspace and in relation to business services.

K. Stief discussed the discrepancies in relation to distributed labour and distributed benefits on the financials. It has been discovered that these charges were duplicates of charges from the salaries line and it has been discussed with the new CAO. The Town is working to resolve these errors. K. Stief proposed that the financial statements not be approved until such a time that the Town can confirm the adjustments have resolved the error.

Motion to approve the Financial Committee Report for August 2016

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

Operating Financial Statement for August 2016

Discussion: K. Stief suggested that the August financials not be approved until the Town has made the corrections for distributed labour and distributed benefits.

Motion to not approve the Financial Statement for August 2016 until corrections have been made.

Moved by: K. Stief
Seconded by: M. Pearce
Carried

C. Budgell presented the draft Operating Budget for 2017. She noted that in preparing this draft budget the goal of the Finance Committee was to adhere to our strategic plan and to also work towards a 0% increase in the overall budget. In order to achieve new goals such as increased collections and programming in our strategic plan it has been determined that donations will be more substantial to ensure we have a 0% budget. P. Pantling indicated that he would like to see increases to the training budget in the future.

C. Budgell presented the draft 2017-2021 Capital Plan which highlights the major projects over the next 5 years including the renovation of the circulation area, development of the Makerspace & Digital Innovation Centre Project, a new Teen space, updating of Library equipment, installation of a 3rd floor bathroom to comply with AODA requirements, updated signage for the Library and development of the Library rooftop patio. K. Stief stated that these projects were selected to work towards the goal of the Library being a major Community Hub. He noted that community consultation and Board consultation would be key factors in moving forward with these space developments.

Motion to approve the Draft 2017 Budget to be submitted to the Town & Council as a 1st draft.

Moved by: K. Stief

Seconded by: P. Pantling

Carried

Motion to approve the Draft Capital Plan 2017 – 2021.

Moved by: P. Pantling

Seconded by: B. Desroches

Carried

8. New Business

7.1 Advertising for Sunday openings & General Advertising

T. Sheridan would like to see more advertising on social media, the website and on the sign in front of the Library to let the community know we are open on Sundays. C. Budgell noted that she would ensure a banner is included on the website and that more promotion could be done through social media.

C. Budgell discussed contacting the local newspaper about submitting a regular column in relation to Library related news. K. Stief asked if creating a blog was possible. C. Budgell informed the Board that the new website will include a blog component.

P. Pantling inquired whether the Library could allocate more funds towards advertising as there seems to be some disconnect between what we are doing in the Library and how many people hear about it. K. Stief noted that the budget could be adjusted if the Board would like to see more allotted to advertising. Discussion continued that first it should be determined the best possible means of connecting to the community before adjusting funds for advertising. K. Stief stated that as the programs and services offered increases, so too will community involvement and connection.

7.2 Website / Social Media update

C. Budgell informed the Board that all of the data and content for the new website has been submitted to the developer. The Board was informed that a Board Group Photo will be taken in October to be included on the website to enable the community members to know who is on the Library Board.

10. Next Meeting

Date: October 20th, 2016

Time: 7:00pm

11. Adjournment

Motion to adjourn at 8:00pm

Moved by: K. Stief
Seconded by: M. Pearce

Carried

Signed:

T. Sheridan.

T. Sheridan, Chair

Cynda Budgell
C. Budgell, Recording Secretary

Date: Oct. 20/16.