

MIDLAND PUBLIC LIBRARY BOARD MEETING

DATE: January 8, 2015

LOCATION: Midland Public Library Boardroom

PRESENT: B. Gorski, D. Derasp, B. Kettle, S. Strathearn

REGRETS: B. Desroches, N. Pape

STAFF: G. Griffith, Recording Secretary, B. Molesworth, CEO

ITEM #	ISSUE	ACTION
1.	<p>Call to Order</p> <p>As there was currently no Chairman of the Board, B. Molesworth called the meeting to order at 7:00 p.m.</p>	
2.	<p>Approval of the agenda Election of Executive – deferred</p> <p>B. Molesworth outlined what would have been the normal procedure for the first meeting of a new Library Board had there been a full complement of members. However, with three more appointments to be made and two members absent, the election of the Board Executive will be deferred to the February meeting in the hope that the appointments will be made by then. He asked for a motion of approval.</p> <p>Moved by: S. Strathearn Seconded by: B. Gorski That the Agenda be approved as circulated.</p>	<p style="text-align: center;">CARRIED</p>
3.	<p>Approval of the minutes of the previous meeting</p> <p>There being no questions or concerns, B. Molesworth asked for a motion of approval.</p> <p>Moved by: B. Gorski Seconded by: S. Strathearn That the minutes of the Board meeting held on December 18, 2014 be approved.</p>	<p style="text-align: center;">CARRIED</p>

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4.	<p data-bbox="191 430 714 466">Business arising from the minutes</p> <p data-bbox="277 504 1291 798">41. Board Membership/Orientation/Electronic Attendance The idea of electronic attendance was brought forward initially by B. Desroches. There may be other Board members away from time to time so looking at a Policy would be a good idea. The Town of Midland CAO doesn't think it's a problem and a couple of other libraries that B. Molesworth has contacted use it. Once we have a full Board, a Policy Committee should be struck to set down guidelines as to how it would be handled.</p> <p data-bbox="363 835 1274 1123">B. Molesworth outlined how Boards are different from other Committees of the Town. Boards are bodies corporate and are autonomous. The Board's most important role is to hire the C.E.O. Over the years it has been a committee of the Library Board that has carried out B. Molesworth's performance evaluation. Although the Board is autonomous, the budget is set by Council. The Board then decides how that money is to be spent.</p> <p data-bbox="363 1129 1282 1306">Situations that arise outside the set budget would be taken to the Board if at all possible, but in the case of emergencies that require immediate action, like the flood we experienced a couple of years ago, the C.E.O. would call in the appropriate people to handle it.</p> <p data-bbox="363 1348 1274 1528">B. Molesworth suggested that, once we have a full Board, he provide a full orientation. The Library's Operating Policy document outlines the role and responsibilities of the Board. S. Strathearn asked that a copy of the Operating Policy be made available. G. Griffith will e-mail a copy to the Board.</p>	

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4.	<p data-bbox="196 428 894 464">Business arising from the minutes - continued</p> <p data-bbox="282 501 764 537">4.2 Budget/Council Schedule</p> <p data-bbox="370 539 1279 716">B. Molesworth explained that because of the Municipal election, the 2015 budget process was put on hold after 2nd Draft until the new Council took over. He distributed copies of the 2nd Draft which adheres to the previous Council's 2% guideline. This draft was tentatively approved.</p> <p data-bbox="370 722 1247 793">B. Molesworth highlighted the various sections and lines of the budget.</p> <p data-bbox="370 800 1230 905">He went on to say that to meet the 2% target some fees were raised while the Collection Development budget has been cut again. Transfer to reserves has also been cut.</p> <p data-bbox="370 911 1273 1052">The Town went through a Pay Equity process which saw some staff receive adjustments and at the same time things like Hydro, insurance and service contracts continue to go up. A 2% increase does not cover these expenses.</p> <p data-bbox="370 1058 1224 1129">S. Strathearn commented on the amount of the budget that is payroll and if efficiencies could be realized.</p> <p data-bbox="370 1136 1263 1493">B. Molesworth responded that a Library is a service institution and it takes people to provide the service. For many, the Library staff is the public face of the Town. However, every effort has been made to achieve efficiencies through technology. We installed self check-out stations which account for about 35% of checkouts and patrons are able to use an automated self check-in system for our internet computers. Our website allows patrons to place holds and interlibrary loans and to renew material. There are still many labour intensive tasks, like checking in and shelving, that we cannot automate.</p> <p data-bbox="370 1499 1122 1570">The Library is a civic space and the cornerstone of the community.</p> <p data-bbox="370 1577 1273 1675">B. Molesworth added that if Council makes changes at its budget meetings on Jan. 15th or the 29th then the Board will have to revisit the budget.</p>	

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4.	<p>Business arising from the minutes - continued</p> <p>4.3 Building Maintenance/Monteith B. Molesworth reported on the progress with fixing some problems on the expansion side of the building. Monteith has paid for half of the repair to the mortar that was falling out and they are still awaiting a response from the electrical firm that installed the heating cables in the Elizabeth Street stairs. They say they have pictures showing that it was the masons that carried out repairs on the stairs, after the fact, that caused the problem.</p> <p>Pertaining to Agenda item 4.1., Electronic Attendance, S. Strathearn and B. Kettle mentioned a communication software called Citrix that they had both used. S. Strathearn suggested that there may be free software. B. Molesworth noted that our IT Tech, T. Archer, is very good at saving us money. We will look into it.</p>	
5.	<p>Approval of the accounts The Board reviewed the December 2014 Cheque Distribution Report.</p> <p>Moved by: B. Gorski Seconded by: S. Strathearn That the accounts for the month of December 2014 totalling \$17,460.76 be approved.</p> <p>B. Molesworth informed the Board that the Library has a Mastercard and that that statement normally would be reviewed with the accounts but it has not been received, as yet.</p>	<p>CARRIED</p>

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6.	<p data-bbox="196 432 646 464">Reports of Board Committees</p> <p data-bbox="282 506 672 537">6.1 Finance Committee</p> <p data-bbox="375 543 1175 611">B. Molesworth distributed copies of the Library Operating Financial Statement as of December 31, 2014.</p> <p data-bbox="375 617 1273 831">He commented that we will likely be over a little in the Expenses section, but overall we should be very close to breaking even. The final debt charge still has not been paid and a number of invoices have gone over to the Town Office. A final accounting won't likely be known until the middle of January. We are closer than he would like.</p> <p data-bbox="375 837 1289 978">The Debt initially was paid out of the Development Charge Reserve fund but last year new builds fell off so that debt was paid, in part, out of other Reserve lines. B. Molesworth explained what those lines are.</p> <p data-bbox="375 984 1256 1094">Any surplus left over in the Operating budget, which historically would have gone into these other reserve lines, is now being used to help pay the debt.</p> <p data-bbox="375 1100 1273 1209">It was noted that there are a number of new building starts in the works so hopefully the Development Charges picture will improve.</p> <p data-bbox="375 1215 1240 1272">S. Strathearn asked if the Board had asked for relief in paying the debt.</p> <p data-bbox="375 1278 1208 1388">B. Molesworth replied that so far, despite having to reduce expenditures and defer some repairs, the Library has met its obligations.</p> <p data-bbox="282 1430 1175 1461">6.2 Report from the Friends of the Midland Public Library</p> <p data-bbox="375 1467 1192 1535">B. Molesworth explained the nature of the Library's Friends group.</p> <p data-bbox="375 1541 1256 1608">They are autonomous, with their own Board, and raise funds for the Library. In 2014 they raised \$13,100.00.</p> <p data-bbox="375 1614 1289 1724">They spent \$16,674.00, significantly contributing to our Collections budget, Children's Programming and they refurbished the 3rd Floor kitchen. They still have \$4,400.00 in the Bank.</p>	

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6.	<p data-bbox="196 474 834 506">Reports of Board Committees - continued</p> <p data-bbox="371 543 1276 835">The Garden Tour proceeds also go directly into Collections and Children's Programming. They gave us \$12,000.00 in 2014. The Library's Books2Eat event raises about \$5,000.00 which goes to support other programming costs. We do depend on these groups to meet the budget guidelines and they are not guaranteed. For instance, 2015 will be the last year the Library receives donations from two banks so that amount will have to be made up in 2016.</p> <p data-bbox="282 877 646 909">6.3 Policy Committee</p> <p data-bbox="371 915 1292 1129">B. Molesworth reiterated that embarking on electronic attendance at Board meetings will require guidelines. Corporate sponsorship became an issue last year around Ronald McDonald's event reading to children. It was agreed that we need a policy to decide what type of corporate sponsorships the Library should accept.</p> <p data-bbox="371 1171 1292 1386">S. Strathearn asked about any interaction we might have with the schools and about the idea of school/public Libraries. B. Molesworth stated that there are many complexities. He spoke of his own previous experience. A wide ranging discussion ensued about public libraries' involvement with public schools.</p>	
7.	<p data-bbox="196 1434 402 1465">New business</p> <p data-bbox="282 1507 526 1539">7.1 Advocacy</p> <p data-bbox="371 1545 1292 1837">B. Molesworth spoke to the issue of Board advocacy in the community. To highlight the point, he recounted a discussion that he had with the Mayor about increased financial support for the Library. The Mayor said that when he was going door to door leading up to the election, he heard about pot holes and leaf collection, never once did he have anyone say the Library should be given more money.</p>	

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7.	<p>New business - continued</p> <p>The Library needs the Board to be active in advocating in the community about what the Library does and for expanded Library services.</p> <p>There are also several other outreach groups Board members can be involved with.</p> <p>The Southern Ontario Library Service (SOLS) has Trustees' groups.</p> <p>The Ontario Library Association (OLA) has a division called the Ontario Library Boards' Association and we currently have a free membership.</p> <p>The OLA Superconference is at the end of January. B. Kettle has indicated an interest in attending a few sessions that might be useful.</p> <p>S. Strathearn asked if the Library has a Strategic Plan. The answer was yes, we do. We will make it available to Board members.</p> <p>He also wondered if the Library had made any approach to Rotary.</p> <p>B. Molesworth responded that Rotary gave \$40,000.00 toward the Library expansion.</p>	
8.	<p>Information</p> <p>8.1 Chief Librarian's Report <u>Cultural Committee</u></p> <p>The Cultural Committee, on which B. Molesworth sits, made a presentation to Council to hire a part-time contract position to carry out the recommendations of the Committee. No decision has been made.</p> <p>B. Molesworth met with representatives of the MCC regarding a programme called Midland Reads based on the CBC model. The events will likely alternate between the MCC and the Library.</p>	

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8.	<p>Information – continued</p> <p>8.2 Correspondence B. Molesworth read a very complimentary letter from Craig Atkins that was addressed to the Mayor and the Board. The letter was hand delivered by Mr. Atkins to the Mayor.</p> <p>A letter, from Peter Davenport, sent to the Mayor, was forwarded from K. Desroches, about the Library's lights being on during closed hours.</p> <p>B. Molesworth read Mr. Davenports letter and the response he sent. B. Molesworth distributed to the Board an information package which contained several pie charts, one shows the Library's Hydro usage as a percentage of the Town's overall consumption and another shows what percentage of the overall Town budget is devoted to the Library.</p>	
9.	<p>Adjournment Moved by: S. Strathearn That the meeting be adjourned at 8:22 p.m.</p>	



Chairman of the Board



Chief Librarian