

MIDLAND PUBLIC LIBRARY BOARD MEETING

DATE: February 12, 2015

LOCATION: Midland Public Library Boardroom

PRESENT: B. Kettle, S. Strathearn, N. Pape, T. Sheridan

PRESENT via Skype: D. Derasp, B. Desroches, B. Gorski, K. Stief

REGRETS: M. Pearce

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

ITEM #	ISSUE	ACTION
1.	<p>Call to Order</p> <p>As all were present, that were expected to attend, B. Molesworth called the meeting to order at 6:58 PM. He went on to say that, going forward, the Board will need to set policy on electronic attendance. In the absence of an elected Chairman, B. Molesworth asked the Board if they would like to select someone to Chair this meeting. T. Sheridan offered to act as Chair. All were in agreement.</p>	CARRIED
2.	<p>Approval of the agenda</p> <p>There being no additions, a motion of approval was in order.</p> <p>Moved by: S. Strathearn Seconded by: N. Pape That the Agenda be approved as circulated.</p>	
3.	<p>Approval of the minutes of the previous meeting</p> <p>T. Sheridan asked about Item 6.2 where it states that 2015 will be the last year that we receive donations from two Banks. B. Molesworth explained that during the Capital fundraising campaign, two of the Banks committed to donating \$25,000.00 over 5 years. 2015 is the final year.</p> <p>There being no other comments or questions:</p> <p>Moved by: B. Kettle Seconded by: S. Strathearn That the minutes of the Board meeting held on January 8, 2015 be approved.</p>	

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4.	Business arising from the minutes	
4.1	Board Membership/Orientation/Electronic Attendance	
	<p>B. Molesworth stated that we now have a full complement of Board members. Although orientation will be put off again, B. Molesworth encouraged the Board to ask questions. As mentioned earlier, policy will be developed around electronic attendance.</p>	
4.2	Budget/Council Schedule	
	<p>All present had been sent a copy of the 3rd Draft of the 2015 Library Operating Budget in advance. B. Molesworth reviewed how the 2015 Budget process had developed with the previous Council setting a guideline of a 2% change over the previous year. The 2nd Draft of the Budget reflected that. Since then, the Town Office staff found some savings in Payroll Benefits and Insurance. Our Budget change now sits at 1.6%. Other departments in the Town have turned their savings back to the taxpayers. B. Molesworth is bringing this forward to the Board to ask for their direction. He would prefer we put this money back into Collections. T. Sheridan asked a question about Payroll Benefits and what was included in that Budget line. B. Molesworth responded that things like CPP, 100% health benefits for full-time staff come out of that line. K. Stief said he had noted the cuts made to Collections and thought this was regrettable as this is the heart of the Library. He felt that, in future, perhaps savings could be found elsewhere. However, he went on to say, he would support this money being put back into Collections. A motion was proposed.</p>	

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4.	<p>Business arising from the minutes - continued</p> <p>Moved by: K. Stief Seconded by: B. Desroches That the Board approves B. Molesworth's recommendation to apply the \$4,108.00 in savings, achieved in the 3rd Draft of the Budget by the Town Office in the Payroll Benefits and Insurance lines, to Collections, thus adhering to the budget guideline of 2%.</p> <p>The motion was passed unanimously.</p> <p>B. Molesworth mentioned that the next Budget meeting at Council is scheduled for March 5, 2015. Our next meeting will be after that date. He will be in touch if anything new arises.</p> <p>T. Sheridan asked about the Budget line "Support to Parking". B. Molesworth explained that before we added the expansion, the Library had a Staff parking lot and there was a budget line for snow ploughing and other maintenance. As Staff had lost their parking, the Board approached the Parking Commission about obtaining parking permits. So, the budget line that was used for parking lot maintenance turned into "Support to Parking" for Staff parking permits.</p> <p>K. Stief asked what size the debt was. B. Molesworth said he wasn't sure but he will check with the Town Treasurer.</p> <p>K. Stief asked if the Board had a set protocol for asking questions via e-mail. It was agreed that questions would be sent to B. Molesworth and copied to the other Board members with answers being sent the same way.</p> <p>A contact list of Board members with their mailing and e-mail addresses will be compiled shortly and circulated.</p>	<p>CARRIED</p>

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4.	<p>Business arising from the minutes - continued</p> <p>T. Sheridan asked how much money goes into reserves. B. Molesworth said there are a couple of different Capital Reserve budget lines. One is an Equipment/Automation technology fund and the other is Library capital reserve for the building. Somewhere between \$8,000.00 and \$10,000.00 is typically put into these lines. This year, nothing is going into the Library Capital Reserve line in order to meet the 2% budget guideline. The debt payment is built into the budget but the interest payment comes out of development charge monies. Right now there is no DC money. T. Sheridan asked if there has been a survey or study of the whole building for budget planning purposes. The answer was no. S. Strathearn said he felt the \$12,000.00 to replace the north stairs would likely be approved. B. Molesworth said there are two other fairly large projects to plan for, the boilers are reaching an age and the flat part of the roof on the old side of the building will need replacing. S. Strathearn said that there should be about 35-40 housing starts over the next while which could bring in around \$53,000.00.</p> <p>4.3 Building Maintenance/Monteith B. Molesworth reported that Monteith has been in touch about the heating cables in the Elizabeth St. stairs. They have determined that the supervisor did not oversee the work properly so they are willing to come and take the stairs apart, although we may have to pay to have them replaced. B. Molesworth has been quite pleased with Monteith's follow up on problems.</p>	

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5.	<p>Approval of the accounts</p> <p>The Cheque Distribution Report lists the accounts paid in the previous month on our behalf by the Town Office staff.</p> <p>B. Molesworth explained that some of the items paid in January will be posted back to December 2014 as they were invoices received in that month.</p> <p>Some of the items are annual payments for service contracts. The movie license will be posted back to 2014. We receive a donation from a generous patron to cover this cost.</p> <p>B. Desroches asked about Item # 6280, Agent Verso. B. Molesworth responded that this is the support contract for our ILS (Integrated Library System) paid once a year.</p> <p>S. Strathearn asked if we have a catalogue of items that we think we might need or want in the way of computer or technology assets. B. Molesworth responded that some of our software and computer assets have come through funding partnerships with SOLS (Southern Ontario Library Service) and the County of Simcoe Library. Most of our online databases come to us for free through these partnerships. Two of our staff will be attending a conference later this month that is all about future trends in technology in libraries. We hope to hear from them on their return. All of our computers were replaced with the building expansion. We are trying to replace some assets, like servers, a little at a time so that we don't have to replace too much all at once.</p> <p>S. Strathearn stated that if we know ahead of time what our needs are then perhaps we could fundraise.</p> <p>K. Stief asked if we have a capital plan for five or ten years out. The answer was no, not really. We have a five year Strategic Plan.</p> <p>K. Stief said that he thought it would improve our chances for funding if we have a plan. B. Molesworth suggested that perhaps we need a committee to look at this. K. Stief responded that he would be willing to help with this. B. Desroches also indicated a willingness to be involved.</p> <p>A motion for approval was asked for. Moved by: N. Pape Seconded by: S. Strathearn That the accounts for the month of January 2015 totalling \$31,862.72 be approved.</p>	CARRIED

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6.	<p data-bbox="211 556 665 598">Reports of Board Committees</p> <p data-bbox="292 630 690 661">6.1 Finance Committee</p> <p data-bbox="381 661 1299 850">The Library Operating Financial Statement as of January 31, 2015 was distributed. B. Molesworth explained that it doesn't give a very clear picture, at this point, as the 2015 Budget has not been approved so there are no budget numbers available for the corresponding expenditures.</p> <p data-bbox="381 850 1299 997">The statement that we looked at in January was for 2014 and we hoped we would come out close to even, but the year end numbers are still not available. Town Office staff are still working on accruals back to 2014.</p> <p data-bbox="381 997 1079 1039">This report does not require a motion of approval.</p> <p data-bbox="292 1071 1201 1102">6.2 Report from the Friends of the Midland Public Library</p> <p data-bbox="381 1102 1274 1249">B. Molesworth said our Friends group run the book store in the lower level of the Library. They average about \$1,000.00 a month in revenue. Last year they spent \$16,000.00 for the Library.</p> <p data-bbox="381 1249 1234 1323">They have asked us what we might like them to support this year.</p> <p data-bbox="381 1323 1266 1396">T. Sheridan noted that there are several donations lines in our budget. Where do the Friends' donations go?</p> <p data-bbox="381 1396 1282 1585">B. Molesworth explained that donations are designated for certain things like Collections. Or, they may be for Capital expenditures. We pay for the items and then the donations are entered in the same section of the budget as revenue, which then offsets the expenditure.</p> <p data-bbox="381 1585 1299 1659">There was another question about a \$2,000.00 donation entered under Payroll. B. Molesworth explained.</p> <p data-bbox="381 1659 1112 1690">A discussion about the Pay Equity process ensued.</p> <p data-bbox="292 1732 665 1764">6.3 Policy Committee</p> <p data-bbox="381 1764 1218 1837">A committee should be struck once the Board can all meet together.</p>	

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7.	<p>New business</p> <p>7.1 Advocacy B. Molesworth said that he had planned to talk more about advocacy but it looks like we have a good level of enthusiasm already.</p> <p>7.2 OLA Conference – B. Kettle B. Kettle prepared a written report which was distributed to the Board in advance of the meeting. She went on to highlight the sessions that were part of something called OLBA Bootcamp. The first session called “Places and Spaces” was presented by Gord Hume. He spoke about the new role libraries are playing in their communities. B. Kettle said she would really like to approach Mr. Hume about coming to speak to the Library Board, Library staff and Council. With the new Downtown Master Plan coming, shouldn’t we be a major participant? B. Molesworth mentioned that the Cultural Committee is talking about bringing in a speaker as well. Perhaps we could combine the two and have Mr. Hume come. B. Kettle said she would prefer to have him see our smaller universe, specifically. The Innisfil Public Library was also mentioned in Mr. Hume’s presentation as engaging in “creative commotion”. B. Kettle would like to have a look at the Innisfil Library. The second session was presented by a lawyer and was heavy going. He mentioned six different pieces of legislation that Library Board members are governed by. The main points he raised were police background checks for employees and volunteers and he provided a “Legal Risk Management Checklist for Charities” that libraries should be aware of. B. Kettle has his presentation if anyone is interested in reading it. The third session was about Effective Governance and the partnership between the Library Board and the CEO.</p>	

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7.	<p>New business - continued</p> <p>The fourth session, called Leadership By Design, is a free programme to help educate Library Boards. It will be available later this year, possibly by April. It is organized into a four year structure. Each year will focus on a different area.</p> <p>Year one will focus on "Communities", year two on "Assessment", year three on "Strategic Planning" and year four on "Legacy and Succession".</p> <p>B. Molesworth said the OLBA (Ontario Library Board Association) gave us free memberships in 2014 but, come the middle of this year, the Board will have to decide if we want to pay for membership. The Library is an institutional member of the OLA. The Board agreed that it would be a great idea to ask Mr. Hume if he would consider coming. B. Kettle will contact Mr. Hume.</p> <p>S. Strathearn, referring to the Innisfil Public Library's space, asked if we have enough room to create a Maker Space. B. Molesworth responded that they do require space and money for equipment like 3D printers and we have evaluated a couple of ideas. Three of us attended a conference a few years ago where this was being discussed and were enthusiastic, but we did not have the financial resources to move forward. You also need staff time or committed volunteers to supervise. S. Strathearn asked if the space had to be here. B. Molesworth explained that we are always looking at ideas to help raise our profile. If we have it in a different space then people don't make the connection to the Library. B. Kettle stated that some of these ideas would bring kids and their parents in. K. Stief noted that a new Strategic Plan could highlight these ideas.</p>	

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7.	<p>New business - continued</p> <p>7.3 April Board Meeting B. Molesworth informed the Board that he will be on vacation for the month of April, so there won't be an April meeting. There is a regular Board meeting planned for March 12th but we could have one later in the month. Those that are away were asked when they would be back. The earliest response was mid-March, so March 12th will still be the date for the March meeting, for now, unless anything else changes. We are mandated to hold 10 meetings a year under the Public Libraries Act. Typically, libraries don't hold meetings in July or August, but due to the Town's budget process, we have had a meeting in July, if needed.</p> <p>7.4 Library Hub Model The County of Simcoe, through the Simcoe Country Immigration Portal, has received a grant to set up public libraries as information hubs for new immigrants. Each library designates a staff member to take training to become the primary contact person. After this person is trained the rest of the Library staff will also receive some training. Some of the cost of this training will be covered by the grant. This partnership will be ongoing.</p>	
8.	<p>Information</p> <p>8.1 Chief Librarian's Report B. Molesworth, adding to his report, stated that, after reporting circulation had gone down last year, January's year over year went up a little and the Township of Tiny contracts are up a bit as well.</p>	

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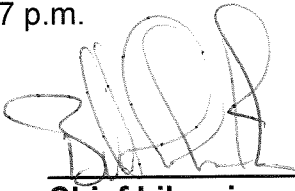
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8.	<p>Information – continued</p> <p><u>Cultural Committee/Tourism Launch</u> The Cultural Committee has met three times, has a web site (though it needs to be populated and redesigned), and is working on establishing a larger group to be called a Cultural Roundtable. B. Molesworth found the Tourism logo and branding effective but was disappointed by the video – no reference to the many cultural opportunities in the area or to the restaurants, music venues or individual creators that help make the area attractive and vibrant.</p> <p><u>Downtown Master Plan</u> B. Molesworth attended the meeting for staff and Council that the planners held to introduce their initial concepts. There was a lot of focus on the waterfront and creating green spaces.</p> <p>S. Strathearn, as a sitting member on the Committee, explained that the idea is to try to re-create the kind of community in the downtown area that existed years ago, where people lived and shopped. The Committee is also looking at applying for grants for historical work. Given the assets of the Cultural Centre and the Library, there really could be a major restoration. B. Molesworth commented that in order for the Library to play a role in this development it needs the resources to be open more hours. K. Stief said the Library is a key source of information and should be more focused on planning. B. Kettle asked could the Library put up a display about Downtown Development. B. Molesworth will speak with W. Crown, the Town of Midland Planner.</p> <p><u>Downtown Security Committee</u> B. Molesworth attended the meeting held recently. The Mayor presented a report based on two meetings held last fall which makes recommendations about downtown security.</p>	

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8.	<p>Information – continued</p> <p>N. Pape asked about the KeeBee Play donation. We understand the large construction has been delayed but they have added new panels to the hands on structures and some new furniture.</p> <p>S. Strathearn asked if Midland Reads and Books2Eat are being promoted anywhere. B. Molesworth responded that Midland Reads is really a Cultural Centre event, so they do most of the promotion. Books2Eat is being promoted on our electronic message board in the Library and on our website and Facebook page.</p> <p>8.2 Correspondence</p> <p><u>Peter Davenport</u> B. Molesworth read a letter sent by Mr. Davenport complimenting the Library on its helpful staff. The letter was also sent to The Mirror newspaper.</p> <p><u>Ottawa Public Library</u> A letter was received from the Ottawa Public Library thanking us for our involvement in their letter writing campaign to put pressure on publishers to stop their discriminatory pricing practice to libraries for e-books.</p> <p>SOLS sent a letter inviting the Board to nominate a member who would attend the Trustee Councils held twice a year. These meetings focus on issues relevant to Board members and provide an opportunity to hear how other Boards deal with them.</p>	
9.	<p>Adjournment</p> <p>Moved by: N. Pape That the meeting be adjourned at 8:37 p.m.</p> <p> _____ Chairman of the Board</p> <p> _____ Chief Librarian</p>	