

MIDLAND PUBLIC LIBRARY BOARD MEETING MINUTES

Thursday, 14 May 2015 @ 7:00 pm

Location: MPL Boardroom

Present D. Derasp, B. Desroches, B. Gorski, B. Kettle, M. Pearce, T. Sheridan (Chair), K. Stief, S. Strathearn
Regrets N. Pape
Staff B. Molesworth, CEO

1. Call to Order

The meeting was called to order by the Chair at 7:00 pm

#2. Approval of the Agenda

Discussion:

- The agenda was reviewed and the following changes were made:
 - Add item 8.4 Township Contracts
 - Move item 8.3 to follow item 9
 - Insert Butter Tart Festival as item 8.3

Moved by: S. Strathearn

Seconded by: B. Desroches

That the agenda be approved as circulated with the rearrangement and addition of the foregoing items.

Carried

#3. Declaration of Pecuniary Interest

Discussion:

- There were no declarations.

#4. Approval of the Minutes for 23 April 2015

Discussion:

- Several items were clarified for B. Molesworth who was unable to attend the 23 April meeting:
 - Although one of the responsibilities of the CEO is to attend Board meetings whenever possible, the Board may legally meet in his absence.
 - Discussion of any performance issues of any member of the CEO's staff would require his presence.
 - The Board's role is to formulate and approve policies such as the Communications policy approved at the meeting.
 - The change in arrangements to record Board meeting minutes were reflected in the notice of motion announced in item 13.3

Amendments:

- Clarify amendment to 12 March Minutes, item 6.3 by replacing in parenthesis "following the meeting" with "to be reaffirmed at the May meeting".

Moved by: S. Strathearn

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Seconded by: T. Sheridan

That the minutes for the 23 April 2015 MPL Board meeting be approved with the foregoing amendments

Carried

#5

Business Arising from Previous Minutes

5.1 Orientation for New Board Members

B. Molesworth presented an overview of the Midland Public Library, its place and importance in the community, governance issues, funding, costs and benefits, impact of technologies, and increased services and circulation of MPL over the past few years. (See Attachment #1).

The Board reflected on the movement of MPL from a repository to a program-oriented learning centre of the community. To track this movement and plan for the future, the Board requested more quantitative statistics, particularly circulation trends and their relation to changing demographics in the community.

Action: Future reports will include quantitative data to substantiate qualitative assessments.

Responsibility: B. Molesworth

5.2 Monteith Update

B. Molesworth reported that he has met with the contractor to address wiring problems. He has discussed the problem with J. Galloway, Town Engineer to find solutions to the problems.

Action: Follow up review and implement plans to complete repairs.

Responsibility: B. Molesworth

5.3 Keebee Play Centre Update

Current status is unknown.

Action: Follow up with MPL staff and Keebee.

Responsibility: B. Molesworth

5.4 Computer and Software Inventory

B. Molesworth reported that he has talked with L. Tutkaluke, IT Technician for the Town regarding inclusion of MPL in the Town's IT Study this summer. MPL staff will complete the inventory for the library in preparation for the study.

Action: Follow up with MPL staff and L. Tutkaluke to include the inventory in the IT Study.

Responsibility: B. Molesworth

5.5 Debt Update

B. Molesworth reported that:

- The MPL has a long term debt of \$2,026,000 amortized over 30 years at a rate of 4.8 percent.
- Annual payments: principal - \$21,000; interest - \$46,000.
- MPL Reserves include: \$22,000 (Sick Leave), \$48,000 (Equipment/Automation), and \$30,000 (Capital)

5.6 Participation in Town of Midland Official Plan Review

As discussed at previous Board meetings, B. Molesworth reported that he had told W. Crown, Town Planner, that the MPL Board is interested in participating in the creation of the Town's Official Plan. Meetings are getting underway.

Action: The library will provide space for easels to present planning information.

Responsibility: B. Molesworth

5.7 Distributed Labour Line Financial Statement

Following consultation with M. Villeneuve, Town Director of Finance, regarding Line 1110, B. Molesworth reported that this line may be inappropriate for MPL. M. Villeneuve will review

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and make any necessary adjustments, which could result in return of money to MPL.

Action: Update the Board on follow up at next Board meeting.

Responsibility: B. Molesworth

5.8 Board Meet and Greet with Library Staff

The plan to meet with MPL staff prior to this meeting was not feasible because of scheduled staff vacations. After exploring various times when the majority of staff could be available, it was concluded that lunch time would be best.

Action: Select a time and make arrangements.

Responsibility: B. Molesworth

5.9 Meeting with CEO

T. Sheridan and S. Strathearn met with B. Molesworth on 5 May 2015 regarding:

- CEO Position Description
- Communications Policy approved at 23 April meeting
- Draft policies to be reviewed by CEO
- Meetings with C. Tripp, Town CAO
- Position Descriptions for MPL staff

Action:

- Review draft policies by end of May
- Update staff position descriptions by end of May.

Responsibility: B. Molesworth

5.10 Resignation of Board Member

T. Sheridan reported that the Town has received the resignation of D. Derasp occasioned by his growing commitment as a member of the Midland PUC. She has subsequently met with Phil Pantling, a potential candidate who is submitting to Midland Council his application to join the Board.

5.11 Board Recording Secretary

T. Sheridan reported that K. Stief has volunteered to act as recording secretary for the Board.

#6

Approval of Accounts

B. Molesworth circulated the Operating Financial Statements (year end and 30 April 2015 along with the Cheque Distribution Report for March 2015. See Attachments #2 and 3).

Discussion:

- Lost materials: B. Molesworth reported that patrons are responsible for lost materials but some do not pay. S. Strathearn enquired whether it would be possible for arrears to be added to property tax bills.
- SOLS co-op purchasing of supplies: B. Molesworth explained that MPL does not participate because we can generally do better (See <http://www.sols.org/index.php/share-collaborate/e-resources-and-e-collections/purchasing-agreements> for details of SOLS consortia purchasing agreements.)
- Energy Costs: In 2014 MPL exceeded budget for hydro by 22.45%. A building energy audit could reveal areas and suggest replacement technologies (e.g. LED lighting) for reducing this expenditure. Capital to pay for replacement technologies such as high energy lighting might be available from the Town or Midland PUC as a loan.
- Wet and Scaly is a program of the Wye Marsh that brings reptiles to the Library to be introduced to young children. They charge \$300.00. We sell tickets at \$5.00 so we made a bit of profit.

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- The Board requested that the financial statements and accounts be e-mailed in advance of future meetings.

Action:

- Check with M. Villeneuve whether arrears could be added to property tax bills
- Enlist Town staff to assist with MPL building energy audit
- Explore funding alternatives for replacement technologies
- B. Gorski and B. Molesworth will review and send statements in advance to Board Members.

Responsibility: B. Molesworth

#7. Reports from Board Committees

- Reports of the following Board Committees were deferred as the committees have not had time to meet yet:
 - Finance
 - Policy
 - Strategic Planning
 - Fundraising

- The IT Committee will delay its start up to coincide with MPL's participation in the Town's IT Study.

- **Friends of the Library**

B. Molesworth reported that proceeds from the Friends' recent successful sale will be contributed to a project to be chosen at next week's annual meeting with MPL staff. The Friends are having difficulty finding sufficient volunteers. B. Molesworth is working with the Friends to pursue various advertising venues to promote their activities including: the Town's Message Board and ShopMidland.ca.

#8. New Business

8.1 Update on Gord Hume's Visit 21 May 2015

- 54 confirmed to attend to date
- Need to reach out to donors (e.g. banks and Friends of the Library) and the media to attend.

Action: reach out to donors (e.g. banks and Friends of the Library) and the media to attend.

Responsibility: B. Molesworth

8.2 OLBA Membership

- Free, one-year trial membership is expiring
- There are several benefits: newsletters, access to listservs, access to literature databases, discounts to conferences, etc. and networking opportunities
- The benefits outweigh the annual cost of \$250

Action: Join OLBA

Responsibility: B. Molesworth

8.3 Butter Tart Festival 13 June 2015

- This is our initial fundraising opportunity for current MPL Board
- T. Sheridan and B. Kettle are arranging to have a tent onsite

Action: Volunteer to contribute baked goods or cash for the event (contact trisha.sheridan14@gmail.com by 29 May).

Responsibility: MPL Board, MPL staff and Friends of the Library

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8.4 MPL-Township Contracts

B. Molesworth briefed the Board on financial impacts and process for negotiating contracts between MPL and the Townships of Tiny and Oro-Medonte

- Tiny and Oro-Medonte have separate agreements with MPL
- The yield in 2014 from both municipalities was \$120,000
- From Oro-Medonte, which is on a flat rate basis, MPL received \$4,887.00. We issue about 200 cards to residents of Oro-Medonte.
- This year's agreement with Oro-Medonte by which O-M will pay a fee of \$4993.00 for MPL services has just been signed.
- According to the current MPL-Tiny agreement, for each registered household MPL receives approximately \$130.42 (increasing to \$134.48 for this year) roughly equivalent to Midland fee per household. Receipts from Tiny for 2014 were \$115,160.86 for 883 registrations, about half the total registered at the three Libraries. MPL is constrained from advertising access to MPL to Tiny residents.
- Tiny's agreement expires with MPL, as well as with Penetanguishene and Springwater in the fall of 2015. B. Molesworth plans to consult with his colleagues at these libraries in the hope of establishing a united negotiating stance at a meeting in June. His goal would be to reach a longer, 4-year term agreement with a built in COLA to increase revenues and expanded opportunities to increase participation.
- MPL is currently charging people who are not from Midland, Tiny or Oro-Medonte \$135.00 for a non-residents card
- The June meeting between B. Molesworth and C. Tripp, Town CAO will provide an opportunity to discuss strategies.

Action: Report on progress and make recommendations for the negotiation of the MPL-Tiny agreement to the Board at its June meeting.

Responsibility: B. Molesworth

#9 CEO Report

9.1 Librarian's Report May 2015

B. Molesworth circulated his "Librarian's Report" for May (See Attachment #4)

9.2 Correspondence

There was no correspondence.

#10 Strategic Plan Preparation Presentation

T. Sheridan presented a proposal for the development of the next MPL Strategic Plan including:

- Power point presentation (See Attachment #5)
- SWOT Analysis template (See Attachment #6)
- Draft survey (See Attachment #7)

(Attachments).

Discussion:

- The planning process will begin with an analysis of the environment in which MPL finds itself, i.e., what are the internal strengths and weaknesses and the external opportunities and threats that determine strategic directions for MPL over the next 5 years. (SWOT)

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- The SWOT Analysis has several interrelated dimensions:
 - People
 - Processes
 - Financial
 - Marketing
 - Technology
 - Facility and Space
- There will be a special meeting of the MPL Board on 4 June 2015 at 6 pm to do the SWOT Analysis draft our future vision for MPL.
- It will be important to seek input from others: our patrons, staff, members, and the public as we work through the planning process. The draft survey is a starting point.

Action:

- Prepare for the SWOT Analysis by completing the template (send to T. Sheridan in advance)
- Review the draft survey and suggest additions or alterations.

Responsibility: Board Members and CEO

#11 Next Meeting

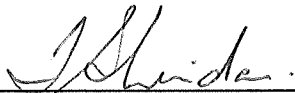
- **Date:** 11 June 2015 at 7:00 pm
- **Location:** MPL Board Room

#12 Adjournment


Moved by: B. Desroches

That the meeting be adjourned at 9:05 pm.

Signed



T. Sheridan, Chair



K. Stief, Recording Secretary

Date: June 11/15.