

# MIDLAND PUBLIC LIBRARY BOARD MEETING

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Thursday, 13 August 2015 @ 7:00 pm

Location: MPL Boardroom

**Present** B. Desroches, B. Gorski, B. Kettle, P. Pantling, M. Pearce, T. Sheridan (Chair), K. Stief, S. Strathearn,  
**Regrets** L. Roy  
**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:**

- Add item 8.3 Documentary Heritage Grant
- Add item 8.4 International Festival of Authors
- Change item 7.3 to: IT - Update on IT Study
- Change item 7.5 to: Fundraising - Update

**Moved by:** B. Desroches

**Seconded by:** S. Strathearn

That the agenda be approved as circulated with the foregoing amendments.

**Carried**

**#3. Declaration of Pecuniary Interest**

**Discussion:**

- There were no declarations.

**#4. Approval of the Minutes for 11 June 2015**

**Discussion:**

- There were no changes required

**Moved by:** S. Strathearn

**Seconded by:** B. Gorski

That the minutes for the 11 June 2015 meeting be approved as circulated.

**Carried**

**#5. Business Arising from Previous Minutes**

**5.1 Monteith Update**

**Discussion:**

B. Molesworth reported that the work is completed on the Elizabeth St. stairs.

**5.2 Keebee Play Centre Update**

**Discussion:**

B. Molesworth reported that Keebee, the donor of the centre, is redesigning the area to be a smaller, more appropriate facility.

**Action:** Update the Board regarding future development of the plan.

**Responsibility:** B. Molesworth

**5.3 Town of Midland Official Plan Display Boards**

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**Discussion:**

B. Molesworth reported that W. Crown, Chief Planner has 14 large display Boards, which would require too much space in the Library, and does not want a partial display.

**Action:** Work with W. Crown to display smaller versions of the complete set of boards if feasible.

**Responsibility:** B, Molesworth

## **5.4 Distributed Labour Line in MPL Financial Statements**

**Discussion:**

B. Molesworth reported that this line now only applies to payment of labour cost for work done in the Library by the Town electrician, an insignificant amount.

## **5.5 Board Meet and Greet with Library Staff**

**Discussion:**

B. Molesworth reported that the earliest date to meet will be 16 September, an extended lunch hour from 12-2 pm

**Action:** Confirm the date and make arrangements for as many staff as possible to attend.

**Responsibility:** B. Molesworth

## **5.6 Library Staff Job Descriptions**

**Discussion:**

T. Sheridan has directed B. Molesworth to complete a draft for discussion at the next Board meeting (26 August)

**Action:** Complete job descriptions for the next MPL meeting.

**Responsibility:** B. Molesworth

## **5.7 CEO Comments on Draft Policies for Policy Committee**

**Discussion:**

B. Molesworth reported that:

- He has met with the Policy Committee to discuss policies
- The review is underway
- The process will continue at the next meeting of the Committee (date to be determined).

**Action:** Complete review for discussion with Policy Committee for its next meeting.

**Responsibility:** B. Molesworth

## **5.8 CEO Meeting with J. Galloway, Town Engineer re North Stairs and Window**

**Discussion:**

B. Molesworth reported that:

- The Town planning department required a safety upgrade
- A contract was drawn up, with input from G. Galloway, at a cost of \$2,000 to be shared by the original contractor and the Library
- The work is scheduled to be completed by 14 August.

## **5.9 Explore funding alternatives for replacement technology**

**Discussion:**

- To be deferred to discussion of the Budget, item 7.1

## **5.10 MPL – Tiny Agreement**

B. Molesworth reported that there has been no response to the proposed agreement which must be renewed by 15 October, 2015.

**Action:** Prompt Tiny for a response and keep MPL Board informed of progress in the negotiation at subsequent meetings.

**Responsibility:** B. Molesworth

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## **5.11..... OLBA Leadership by Design Online Training**

The Ontario Library Boards' Association's Leadership by Design program is now a free, online learning tool specifically designed to help all Public Library Board Members and their CEOs to understand the roles and responsibilities of their positions. The Board will look at this in September. In the meantime, to find out more or register, go to <http://www.learnhq.ca/>

### **Discussion:**

- MPL Board members are encouraged to log in and participate in the Year 1 training videos.

**Action:** Register all MPL Board members and provide them with usernames enabling them to individually sign in for these courses

**Responsibility:** not discussed

**Action:** Sign in and work through the courses; be prepared to discuss at future MPL Board meetings

**Responsibility:** all MPL Board members

## **5.12 MPL Energy Audit – attic insulation**

### **Discussion:**

B. Molesworth reported that J. Galloway is requesting MPL place items such as attic insulation on hold until the Town has a plan for it and other projects to proceed.

## **5.13 CEO Monthly Report – new format**

### **Discussion:**

The Board, as a way of saving Board time and enabling it to focus on strategic directions and issues, directed the CEO to include in his written reports circulated in advance of MPL Board meetings, all Business Arising from Minutes items in writing (including updates, operational details, deadlines and costs)

### **Action:**

- Maintain a current list of Business Arising from Minutes
- Add a section to written monthly reports circulated in advance of MPL meetings dealing with each item

**Responsibility:** B. Molesworth

## **#6. Approval of Accounts for June and July 2015 (Attachments #1)**

B. Molesworth circulated the Operating Financial Statement along with the Cheque Distribution Report for July 2015. Note: No report or statement for June was included in the board package circulated in advance or in the discussion.

### **Discussion:**

There were no questions or discussion.

**Moved by:** B. Desroches

**Seconded by:** S. Strathearn

That the cheque distribution report and financial statements for July 2015 be approved

**Carried**

## **#7 Board Committee Reports**

### **7.1 Finance**

The Budget Committee presented Discussion Draft 1 of the 2016 Budget.

### **Discussion:**

- The projected overall increase is 3.1%, due mainly to increases in salary costs (2.4%) attributable to pay equity adjustments. There has been no salary increases for non-grid employees for the past 3 years.
- The salary portion of the budget represents 84% of total Operating budget. This is

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high relative to many other libraries. The head count of 14 FTE (22 people, both full and part-time) is not in line with recommendations of the SOLS accreditation documents for a community the size of Midland. However, if the service area population includes Tiny, the total population is 29,000 and the head count is then appropriate.

- As other operating costs as well as salary costs creep upwards, while donations are not growing, spending on collections (7.7% of total operating budget) is declining in order to meet Town Council budget guidelines.
- Town Council priorities are anticipated to be: expanding MPL open hours to 7 days a week and development of a Maker Space. While we might introduce scheduling efficiencies that would enable 7-day-a week operation, the development and implementation of a Maker Space will require additional funding beyond the current budget.
- Total donations, although a very small portion of total revenue from sources other than the Town(8%), are significant when compared with spending on collections (18%). However, sources of donations such as the Garden Tour are vulnerable in the future. A fundraising strategy with specific goals and attraction of new volunteers and donors is essential to provide enhancements to resources provided in the base budget revenues.
- We need to analyse current staff deployment and the use of technology to carry out administrative functions such as sign-in and sign-out of materials. On the one-hand all staff are scheduled to take turns on the circulation desk; on the other hand an estimated 35% of sign-outs use the convenient, efficient but apparently unpopular and underutilized electronic system.
- Development Charge Reserves added \$66,000 to Town contributions this year: \$6,000 is earmarked to fund additional electronic resources in partnership with the County, \$15,000 is set aside to pay down the long-term debt. The other \$15,000 is still unaccounted for. No additional funds are added to the Capital Reserve.
- The Technical Reserve Fund remains would increase by \$6,000.

## **Action:**

In preparing for discussion of the next draft of the Budget for the 26 August meeting, the Board requests the Budget Committee to provide:

- Comparison of MLP expenditure, especially staffing, with SOLS accreditation standards
- Analysis of staff deployment and allocation of time to major functions (circulation, research, references, programs, etc.) in relation to requirements of job descriptions, e.g., use of highly qualified top managers' time on Circulation Desk
- Analysis of use of staff time and technology alternatives to check items in and out
- A budget within the 2% Town guideline.

## **7.2 Policy**

The Policy Committee met in July to review draft policies (See item 5.7).

## **7.3 IT**

C. Tripp, Town CAO has requested a meeting with the Board prior to its 26 August meeting (6 pm) to review results of the Town's IT Study.

## **7.4 Strategic Planning**

### **Discussion:**

- The Strategic Planning Process reported the following progress:

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- Completion of SWOT Analysis (meetings in June and July)
- Draft of Vision Statement and Mission Statement (meeting in August and circulated for comment to the Board)
- Outline of the plan (meeting in August)
- At the 26 August meeting, the committee will present the refined Vision Statement and Mission Statement along with draft Strategic Goals (mission critical) for discussion.
- Plans are underway to meet with Council for informal discussion and to receive their input.
- B. Molesworth is keeping staff apprised of planning progress in their meetings.
- A public survey is being finalized to be deployed in September.
- Staff will also be surveyed in September

## **7.5 Fundraising**

B. Molesworth reported that:

- Art Walk is being scaled back this year and will extend only from Bay to Dominion Streets
- Quest is also scaling back its activity this year
- MPL will not participate this year but will consider future participation if the location and scale warrants it.

## **7.6 Friends of the Library**

B. Molesworth reported that they are getting several donations of books.

## **#8. New Business**

### **B.1 Innisfil Public Library Visit 7 August 2015 (T. Sheridan and B. Kettle)**

The visitors were shown the Maker Space and also observed several aspects of the library's operation and organization. They will provide a report to the Board on their findings.

### **8.2 Creative Spaces Visit and Presentation**

T. Sheridan, S. Strathearn and B. Kettle attended the presentation in Midland. B. Kettle and T. Sheridan also visited the site in Barrie. They noted that the Creative Spaces concept includes outsourced office space and facilities for entrepreneurs, a somewhat different concept than the Maker Space envisaged in the MPL Strategic Plan.

### **8.3 Documentary Heritage Grant**

B. Molesworth reported that he is working with his counterparts at Martyr's Shrine and the Huronia Museum to prepare and submit a proposal by the end of September for a joint grant aimed at funding the combination of the partners' historic heritage collections on a single, more accessible database.

### **8.4 International Festival of Authors**

B. Molesworth reported that he is negotiating a joint presentation with the Midland Cultural Centre on 2 November, featuring Richard Wright, as part of IFOA. Proposed admission cost is \$15.

### **8.5 Rotary Interac Club**

B. Molesworth advised the Board that he is discussing future partnerships between the Club and MPL.

## **#9 CEO Reports**

### **9.1 CEO Report for June and July 2015 (Attachment # 2)**

B. Molesworth circulated the June and July Librarian's Report prior to the meeting.

**Discussion:**

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- The inclusion of quantitative circulation data along with the qualitative snapshots gave a more comprehensive view of library operations than previous reports.
- The loss of banks funding support is regrettable but we will try again next year with a more substantive ask.
- Future reports are to contain additional information on Business Arising (See item 5.13)

## 9.2 Correspondence

There was no correspondence.

## #10 Next Meetings:

### 10.1 Special Budget and Planning Meeting

- **Date: 26 August 2015**
  - Part 1: IT Planning with CAO Tripp (6:00 pm)
  - Part 2: Strategic Plan: Discussion of Vision, Mission Statements and Strategic Goals (7:00 pm)
  - Part 3: Budget Discussion (8:00 pm)
- **Location: MPL Board Room**

### 10.2 MPL Board Meeting

- **Date: 10 September 2015 at 7:00 pm**
- **Location: MPL Board Room**

## #11 Adjournment


**Moved by:** S. Strathearn

That the meeting be adjourned at 8:50 pm

Signed

  
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T. Sheridan, Chair

  
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K. Stief, Recording Secretary

Date: Sept. 9/15

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## Attachments

- #1. Operating Financial Statement and Cheque Distribution Report for July 2015
- #2 Librarian's Report June and July 2015