

## Midland Public Board Meeting Minutes

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Thursday, 19 October @ 7:00pm  
Location: Midland Public Library – 3<sup>rd</sup> Floor Boardroom

**Present** B. Kettle (remote), M. Pearce, K. Stief, B. Gorski, P. Pantling  
**Regrets** L. Roy  
**Staff** C. Witzke, CEO

### 1. Call to Order

The meeting was called to order by the Vice-Chair at 7:05pm

### 2. Declaration of Pecuniary Interest

There were no declarations.

### 3. Approval of the Agenda

**Motion approve the agenda**

**Moved by:** M. Pearce  
**Seconded by:** P. Pantling  
**Carried**

### 4. Approval of Minutes for September 2017 MPL Board Meeting with suggested edits

**Moved by:** K. Stief  
**Seconded by:** B. Desroches  
**Carried**

### 5. Correspondence

#### **Discussion:**

C. Witzke shared that M. Pearce had sent in an official letter of resignation from her position with the Midland Public Library Board, with her last date being after the November board meeting. The Board extended their most sincere thanks to Maureen for her years of hard work and dedication to the Midland Public Library.

### 6. Security Update

#### **Discussion:**

C. Witzke informed the Board Members that the Town was working with the Library to secure a security guard on a trial basis. Several firms had been contacted for quotes and the hopes would be that the security guard(s) would start in November. The Library acknowledges and appreciates the support of the Town in ensuring that their staff and patrons are safe while on site. C. Witzke will report back to the board and the process continues.

## 7. New Business

### a.) Terms of Reference for Committees

C. Witzke provided prepared draft Terms of Reference for the Fundraising and Finance Committees. She noted that these were prepared by each committee independently and then configured into a consistent format that can be used by all current and future committee of the Board. Board members were given time to review and provided feedback regarding content and structure. C. Witzke to make the noted changes.

#### **Motion to approve the draft Terms of Reference with the suggested changes**

**Moved by:** B. Gorski

**Seconded by:** P. Pantling

**Carried**

B. Kettle inquired if anyone had any interested in joining the fundraising or finance committee. K. Stief informed the Board that he would like to step from the Finance Committee in November. P. Pantling thanked Ken for his efforts and insight while on the Finance Committee. Discussion followed where the members decided that it would be best to ensure that each committee has their terms of reference approved before adding members to the committee.

## 8. CEO Report

### **Discussion:**

C. Witzke discussed the previously supplied CEO report. There were no questions from the Board members.

## 9. Report of Board Committees

### a) Finance Committee

#### **Discussion:**

K. Stief discussed the previously supplied Finance Committee report and September Operating Statement.

#### **Motion to approve the September 2017 Operating Financial Statement**

**Moved by:** K. Stief

**Seconded by:** M. Pearce

**Carried**

K. Stief also provided the Board with a review of the Draft 2018 Operating Budget, which is due to the Town of Midland on November 17<sup>th</sup>, 2017. He also shared the prepared draft of the long-term capital plan, which was created using the feedback from the Board at the September meeting. He noted some priorities which included the Makerspace, renovating the 1<sup>st</sup> floor circulation area, a possible rooftop patio, a living wall, new sign, & key card access. He noted that the Board should also be aware that new computers will

be required for staff and patron use in the near future, as well as furniture updates and replacements.

**Motion to approve the list of Capital Projects as a draft plan, as presented, with the understanding that the quotes for costs will be updates as they are received from vendors, and that this plan is open to change by the Board.**

**Moved by:** K. Stief  
**Seconded by:** B. Desroches  
**Carried**

**Motion to approve the strategy, as proposed, for funding the long-term capital plan, with an understanding that updates will be provided to the Board.**

**Moved by:** K. Stief  
**Seconded by:** B. Desroches  
**Carried**

**b) Fundraising Committee**

**Discussion:**

C. Witzke shared the first printed copy of "The Dogs of Georgian Bay" with the Board, and reminded them of the launch party on Friday, October 20<sup>th</sup>. They were also reminded that copies of the book could be purchased at the main desk for \$35.

**9. Next Meeting**

Date: November 16<sup>th</sup>, 2017  
Time: 7:00pm

**10. Adjournment**

Motion to adjourn at 8:50 pm

**Moved by:** B. Desroches  
**Seconded by:** P. Pantling  
**Carried**

**Signed:**

  
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B.Kettle, Chair

  
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C. Witzke, CEO & Recording Secretary

Date: Nov. 16/17