

Midland Public Board Meeting Minutes

Thursday, 21 September @ 7:00pm
Location: Midland Public Library – 3rd Floor Boardroom

Present B. Kettle, M. Pearce, K. Stief, B. Gorski, L. Roy, P. Pantling
Regrets B. Desroches
Staff C.Witzke, CEO

1. Call to Order

The meeting was called to order by the Vice-Chair, B. Kettle, at 7:00pm

2. Declaration of Pecuniary Interest

There were no declarations.

3. Approval of the Agenda

Motion to approve the agenda with the addition of the Library Tour to immediate follow the approval of the agenda.

Moved by: K. Stief
Seconded by: L. Roy
Carried

4. Approval of Minutes for August 2017 MPL Board Meeting

Moved by: B. Gorski
Seconded by: M. Pearce
Carried

5. Thank You to Trisha Sheridan

Discussion:

B. Kettle discussed adding a sliding banner to the website as a Thank You to T. Sheridan for all of her work on the Board and as Chair. A sample was shared with the Board. All members were in agreement and K. Stief suggested it also be printed as a poster and posted within the Library.

Motion to put up a Thank You Banner to T. Sheridan on the website for a period of up to one month

Moved by: K. Stief
Seconded by: B. Kettle
Carried

6. Election of Officers

Discussion:

K. Stief discussed how the Midland Public Library Board needs to think about a succession plan for their members. Some options around terms and skills based board membership were discussed and will be brought back to the board for further discussion at future meetings.

M. Pearce has approached the Tiny Township council to find a replacement on the Board for her position, for personal reasons. She said they aim to have a replacement within the next two months. L. Roy thanked M. Pearce for her long tenure on the Board and her dedication to the Library.

C. Witzke discussed the election of officers and the procedure to be followed.

Nominations for the Chair of the Board were opened: K. Stief nominated B. Kettle for the Chair position, L. Roy seconded the nomination. There were no other nominations for the position of Chair of the Board.

Motion to have nominations closed for the Chair position

Moved by:	K. Stief
Seconded by:	B. Gorski
Carried	

B. Kettle was acclaimed as Chair of the Midland Public Library Board

Nominations for Vice-Chair of the Board were opened: B. Kettle nominated P. Pantling for Vice-Chair, K. Stief seconded the nomination. There were no other nominations for the position of Vice-Chair of the Board.

Motion to have nominations closed for the Vice-Chair position

Moved by:	K. Stief
Seconded by:	B. Kettle
Carried	

P. Pantling was acclaimed as Vice-Chair of the Midland Public Library Board

7. Assignment of Committee Members

Discussion:

K. Stief noted that he would like to step down from the Finance Committee after October. P. Pantling thanked K. Stief for his hard work on the Finance Committee.

Discussion regarding the makeup of committee and the required number of Board members on each committee commenced. It was noted that until the terms of reference for each committee are approved at the October or November meeting that membership on committees shouldn't be modified. All board members agreed.

8. New Business

Discussion:

C. Witzke discussed a couple of minor edits to Policy BL-05: Meetings of the Board. The edits included the following details:

- Draft agendas will be distributed to Board members 1 week before scheduled board meetings. All board members can submit additions to the agenda before or after the draft is distributed.
- Draft minutes from all Board meetings will be distributed to the Board members within 1 week from the date of the Board meeting for their review.

Motion to approve the adaptations to Policy BL-05: Meetings of the Board

Moved by: B. Gorski

Seconded by: L. Roy

Carried

9. CEO Report

Discussion:

C. Witzke discussed the previously supplied CEO report and inquired if there were any questions about the report. She highlighted some of the wonderful new programs that will be started at the Library and about the wonderful strides the new Community Engagement Coordinator has made since starting her position with MPL in August of this year.

L. Roy inquired about the Makerspace advisory group and how many members there were. C. Witzke explained that the group had their first meeting scheduled for September 25th and that she would secure a list of the committee and share it with the Board.

K. Stief raised concerns about the safety of patrons and staff in the building with the reopening of the Guesthouse Shelter and the immediate escalation in incidents since the reopening. He stated that the Board should be taking this issue more seriously and should be working closer with the Town to find a resolution to ensure safety for all in the Library, which is a Town asset. He noted that this should become a regular item on Board meeting agendas until it becomes a safer environment for all.

Motion for the Chair, on the behalf of the board, meet with or write a letter to the Mayor and Council to discuss the gravity of the safety situation at the Library to seek their administrative and financial assistance to resolve this issue immediately.

Moved by: K. Stief
Seconded by: M. Pearce
Carried

10. Report of Board Committees

a) Finance Committee

Discussion:

K. Stief discussed the previously supplied Finance Committee report and August Operating Statements.

Motion to approve the August 2017 Operating Financial Statement

Moved by: K. Stief
Seconded by: P. Pantling
Carried

K. Stief discussed the possible options for starting a long-term capital plan. He stated that the Board needs to find a common ground with the Town about what would fall within Capital Expenses that the Library should be planning for. He also noted that a planned Facility Asset Plan conducted by the Town will help guide future requirements and projects. He also noted a need for the Finance Committee to meet with the Town Finance Department and CAO to clarify how DC reserves may be utilized. K. Stief then led an exercise to help the Board determine what some potential capital project priorities would be for the members of the Board.

C. Witzke shared that the Midland Public Library did not have its own procurement policy. Most other libraries throughout the province have adapted their municipality's procurement policy as the relationship between facility and finance are often very close, as is the case with the Midland Public Library and the Town of Midland. C. Witzke reviewed the Town's Procurement Policy and suggested that the Midland Public Library Board adopt it.

Motion to approve the adopting of the Town Procurement Policy

Moved by: K. Stief
Seconded by: P. Pantling
Carried

C. Witzke shared the results of the proposals submitted to the Library for the upcoming rebranding project. Based on the requirements of the project and the proposals received through the RFQ process. C. Witzke and the Finance Committee recommended that the Board proceed with the project and move forward with the proposal submitted by Hardie & Co.

Motion to approve moving forward with the rebranding projecting using Hardie & Co.

Moved by: K. Stief
Seconded by: M. Pearce
Carried

b) Fundraising Committee

Discussion:

C. Witzke provided an update on the status of the "Dogs of Georgian Bay" fundraising project. The book is set to have a launch party on Friday, October 20th in the Assembly Room.

C. Witzke also noted that the Artisan's Market event would return to the Library on the second Saturday in December.

11. Next Meeting

Date: October 19th, 2017

Time: 7:00pm

12. Adjournment

Motion to adjourn at 9:10pm

Moved by: L. Roy

Seconded by: P. Pantling

Carried

Signed:



B.Kettle, Chair


C. Witzke, CEO & Recording Secretary

Date:

