

## Midland Public Board Meeting Minutes

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Thursday, 16 November @ 7:00pm  
Location: Midland Public Library – 3<sup>rd</sup> Floor Boardroom

**Present** B. Kettle, M. Pearce, B. Gorski, P. Pantling, L. Roy, K. Stief (remote), B. Desroches

**Regrets**

**Staff** C.Witzke, CEO

**1. Call to Order**

The meeting was called to order by the Chair, B. Kettle, at 7:04

**2. Declaration of Pecuniary Interest**

B. Kettle declared a conflict of interest with the information session for the first floor circulation renovation. The Vice-Chair, P. Pantling will Chair the presentation portion of the meeting.

**3. Approval of the Agenda**

Motion approve the agenda

Moved by: P. Pantling

Seconded by: L. Roy

Carried

**4. 1<sup>st</sup> Floor Reno Information Session**

P. Pantling introduced the 1<sup>st</sup> floor renovation project. This is an important project because it improves safety and security in relation to sight lines, safer circulation desk (for staff) and having public access computers with better supervision. This project will also further the development of the Library as the "Community Hub", providing more welcoming space, better access to resources and safety. G. Barber provided a summary and drawings in concept only, as guided by C. Witzke through consultation with staff and other libraries about best practices. C. Witzke asked that all board members take the ideas and initial plan with them for consideration and provide her with any further comments or ideas. From there costing will be prepared to move the project forward.

**5. Approval of Minutes for October 19 2017 MPL Board Meeting with suggested edits**

Moved by: P. Pantling

Seconded by: K. Stief

Carried

**6. Correspondence**

Discussion:

B. Kettle extended thanks on behalf of all of the Board members and staff, to M. Pearce, for her time with the Midland Public Library Board.

## **7. Security Update**

### **Discussion:**

C. Witzke informed the Board Members that the new security guard(s) for the library will be starting on Wednesday, November 22<sup>nd</sup>. They have done a walk through the building and have been briefed about the situation and the issues which we experience at the Library. The staff forward to working with them to secure the safety of our staff and patrons. C. Witzke also thanked the Town of Midland for their support in this matter, and for helping obtain a security firm.

## **8. New Business**

### **a.) Accreditation Update:**

#### **Discussion:**

C. Witzke talked about the Library's progress towards accreditation, noting that a great deal of progress had been made in just over a year. There are still areas that need to be addressed and staff are continuing to work on a number of projects that will meet accreditation standards, which would require work from the staff and Board members.

### **b.) Strategic Plan Review:**

#### **Discussion:**

K. Stief thanked all Board members for completing their reviews and submitting them back to him in a timely finish. He noted that the accreditation update indicates that we're not only on track but that the staff is doing a brilliant job at doing the things that are required to become a great library.

He noted that the library was track for every one of the goals, and in some cases exceeding expectations. Only a year and half in to this new strategic plan he believed that the progress showed a tremendous accomplishment for the library, Board and staff. K. Stief thanked C. Witzke for her work to move the Library forward in such a short period of time. K. Stief shared some goals for the New Year, including broadening our community reach and ensuring that the Board members are also getting out into the community to share what we're doing and to get more community leaders involved. The Board agreed that the report was a solid way of reviewing progress and setting new goals. The process will continue on an annual basis.

**Motion to approve the Board review of the strategic plan. The Board acknowledges that there is significant process towards achieving the strategic goals and that it is something to be proud of .**

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

**c.) Board Structure & Succession Planning – Information Session**

**Discussion:**

In order to facilitate the succession planning and governance process B. Kettle & C. Witzke met with a representative from the GBH Board, who shared the structure of their Board, rules for governance, Board member selection etc. This information was used in creating a new draft governance policy for the Midland Public Library Board which would be forwarded to all Board members for review and feedback. Once approved by the Board it would be sent to the Town of Midland for implementation approval.

**9. CEO Report**

**Discussion:**

C. Witzke discussed the previously supplied CEO report. There were no questions about the previously supplied report.

**10. Report of Board Committees**

**a) Finance Committee**

**Discussion:**

C. Witzke informed the Board that the Draft 1 of the 2018 Operating Budget had been submitted to the Town, before the November 17<sup>th</sup>, deadline. She also shared that our spending is on track for the end of year, and that the Finance Committee predicts no overspending in any area.

**Motion to approve the October 2017 Operating Financial Statement**

**Moved by:** B. Kettle

**Seconded by:** L. Roy

**Carried**

**b) Fundraising Committee**

**Discussion:**

C. Witzke reminded the Board Members that copies of the "Dogs of Georgian Bay" book are available at the main circulation desk for \$35 each.

The Artisan's Market will return to the Library on Saturday, December 9<sup>th</sup> from 10am – 3pm. During this time there will also be a "cookie walk" event on the 2<sup>nd</sup> floor where patrons are invited to fill a plate with a dozen Christmas cookies of their choice for \$6. B. Kettle asked Board members to donate batches of Christmas cookies or squares for this fundraiser, noting that they should be delivered to the library by Friday, December 8<sup>th</sup>. If any Board member is willing to help, please let B. Kettle know what kind of cookies and how many you'd be willing to provide.

**9. Next Meeting**

Due to the proximity of the regular meeting date to the Christmas Holiday the Board has decided to move their regular meeting to December 14<sup>th</sup>, 2017. Meetings will return to the third Thursday of the month beginning in January of 2018.

Date: December 14th, 2017  
Time: 7:00pm

**10. Adjournment**  
Motion to adjourn at 8:35pm

Moved by: B. Desroches  
Seconded by: L. Roy  
Carried

Signed:

  
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B.Kettle, Chair

  
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C. Witzke, CEO & Recording Secretary

Date: December 14/2017