

Midland Public Board Meeting Minutes

Thursday, 18 January @ 7:00pm
Location: Midland Public Library – 3rd Floor Boardroom

Present B. Kettle, P. Pantling, L. Roy, B. Desroches, R. Bald, K. Stief, B. Gorski

Regrets

Staff C.Witzke, CEO

1. Call to Order

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

2. Declaration of Pecuniary Interest

3. Approval of the Agenda

Motion approve the agenda

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

4. Approval of Minutes for December 2017 MPL Board Meeting

Moved by: R. Bald
Seconded by: L. Roy
Carried

5. Correspondence

Discussion:

No correspondence to report at this time.

6. Security Update

Discussion:

C. Witzke informed the Board that since the start of the security firm that the library has experienced a significant decrease in the number of security issues and inappropriate activities in and around the library. While there still have been a few situations requiring support, they have been handled quickly and without incident, by the security guards. Staff and patrons have reported feeling much safer in the library and they appreciate the outgoing and caring nature of the guards. C. Witzke reminded the Board that council approved the security for 6 months, with a review of the situation being conducted after the start of the OPP. Staff & the security guards continue to monitor and log all incidents.

7. New Business

a.) Governance Structure Update

The proposed Midland Public Library Board structure was sent to the Town of Midland, with their requested revisions. The Town Clerk contacted C. Witzke and informed her that a few more changes may be required and that she would be working with the Board on the updates. B. Kettle will be reaching out on behalf of the Board to set up a time with the Town Clerk to complete this work. L. Roy and C. Witzke will also participate in this working meeting. Any & all changes will be reported back to the Board via email. Should the Town ratify the proposed structure committee membership will be determined at that time by the Board.

8. CEO Report

Discussion:

C. Witzke discussed the previously supplied CEO report, highlighting the increase in circulation, programming and memberships in 2017 over 2016. The Library continues to grow in membership and usage. C. Witzke gave kudos to the staff for their hard work, dedication and creativity in growing the Midland Public Library.

C. Witzke also provided an update on the status of the branding project. She informed the Board that several drafts were brought to the staff committee and feedback was provided to the consultant. The consultant had taken all of the feedback to the design team and they are reworking the designs. The staff and C. Witzke were very impressed with the designs and are excited to see and implement the final MPL brand when it's ready.

9. Report of Board Committees

a) Finance Committee

Discussion:

C. Witzke reviewed the previously supplied Finance Committee report. She also informed the Board that Operating Budget presentations to council would occur on February 22nd, 2018. C. Witzke offered to present the Board's budget, on their behalf. The Board decided it would be best for C. Witzke to do the presentation as she is in the best position to answer any questions in relation to the operation of the library and the associated operating budget. C. Witzke encouraged Board members to also attend to show their support. The Finance Committee recommended the approval of the December 2017 Operating Financial Statement.

Motion to approve the December 2017 Operating Financial Statement

Moved by: P. Pantling

Seconded by: B. Kettle

Carried

b) Fundraising Committee

Discussion:

R. Bald provided an oral report on the status of the Fundraising Committee. The Fundraising Committee is working on a more formal structure including selecting a Chair, R. Bald and a secretary, A. Blackwood (staff). L. Roy & B. Kettle also represent

the Board on this committee, and A. Clennett, F. Shergold & C.Witzke are also staff members on this committee. The Fundraising Committee will meet regularly each month & written reports will be submitted to the Board, starting in February 2018.

R. Bald also shared with the Board that the Committee is working hard on Books2Eat, our next big event. It will happen on April 8th, 2018. The Committee is currently working to recruit vendors for the event (12 required to run the event, can accommodate up to 18), as well as a vendor to cook and serve appetizers. The Committee will be looking for board members to volunteer to assist with running the event (ticket takers, hosts, etc.) and to get out and meet the public at a wonderful library event. B. Kettle and R. Bald extended their thanks to P.Pantling who agreed to MC the event. B. Desroches, B. Gorski & B. Kettle also stated they would be attending.

9. **Next Meeting**
Date: February 15th, 2018
Time: 7:00pm

10. **Adjournment**
Motion to adjourn at

Moved by: B. Desroches

Signed:



B.Kettle, Chair



C. Witzke, CEO & Recording Secretary

Date: Feb. 15, 2018