



Midland  
Public  
Library

# Midland Public Library

Board Meeting Minutes  
Thursday, 17 May @ 7:00pm

Location: Midland Public Library – 3<sup>rd</sup> Floor Boardroom

**Present** B. Kettle, B. Desroches, R. Bald, B. Gorski, G. Nowak, L. Roy, K. Stief,  
**Regrets** P. Pantling  
**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**

None

**3. Approval of the Agenda**

**Motion to approve the agenda**

**Moved by:** B. Desroches

**Seconded by:** G. Nowak

**Carried**

**4. Approval of Minutes for April 2018 MPL Board Meeting**

**Motion to approve the April 2018 Board Meeting Minutes**

**Moved by:** L. Roy

**Seconded by:** K. Stief

**Carried**

**5. Makerspace Update – F. Roebuck Shergold**

F. Roebuck Shergold provided a written summary of the status of the Makerspace project and plans moving forward to ensure the Board is up to date on what is happening. She shared information regarding the Makerspace Advisory Committee; its composition and the work they've embarked upon since September of last year.

She discussed further plans for community consultation including more focus groups, interviews, as well as advocacy and awareness about what a Makerspace is and the scope of the project. C. Witzke noted that the potential completion of the Makerspace is connected to the securing of funds for the project through grants, sponsorships, fundraising, etc. However, it was also noted that the Library has received wonderful support from the Friends of the Library Group with a lot of equipment and programming. This wonderful support may allow us to open a smaller scale version of a Makerspace should the target funding goal not be realized. The ideal launch/opening date for this space would be the middle of October during Ontario Public Library Week. C. Witzke also



highlighted that some Maker-type programming has already started, and will continue to progress, even before the space is completed.

C. Witzke highlighted that this space would be staffed by MPL staff members & volunteers, as no position for a dedicated Makerspace staff has been created. Once the space is up and running, it will be monitored and future staffing needs will be addressed, ensuring that we are not expanding any staff positions until necessary.

## **6. Correspondence**

- One letter was shared with the board, as delivered to the library from a child who attended and greatly enjoyed the library block party.

## **7. Security Update**

**Discussion:** Security has been fairly calm around the library, with the exception of two incidents earlier this week in relation to the use of drugs in the main floor washrooms. In one instance the person was caught, issued a no-trespass order and the information as relayed to the Downtown Safety Committee.

The OPP Facility Assessment was completed Saturday, April 28<sup>th</sup>. We are awaiting the formal written report from that assessment.

B. Kettle sits on the Downtown Safety Task force and they have had their first meeting. She will report back to the Board as the process progresses.

## **8. New Business**

### **a.) Governance Structure Update**

The proposed Governance Structure was approved by the Town Solicitor and the Ministry. The Clerk will present it to the Governance Committee at the Town of Midland in June, and C. Witzke will report the outcome when further information becomes available.

### **b.) Policy Updates**

B. Kettle summarized the policies that had been provided to the board in advance, for review and approval.

- I. BL-06 – Amendments of Bylaws

**Motion approve the reviewed & updated policy**



**Moved by:** K. Stief  
**Seconded by:** R. Bald  
**Carried**

**II. GOV-01 Purpose of the Board**

This policy was been tabled until the June 2018 Board meeting, to revise the wording. C. Witzke will provide the updated policy with the June 2018 board package.

**III. GOV-02 Board Orientation**

**Motion approve the reviewed & updated policy**

**Moved by:** B. Desroches  
**Seconded by:** B. Kettle  
**Carried**

**c.) Capital Plan Update**

The plans for the first floor renovation and the makerspace physical renovations are with the architect at this time. The anticipated timelines for tenders are June 19<sup>th</sup> – July 3<sup>rd</sup>. When all tenders have been received they will be reviewed, summarized and provided to the Board for final approval before contract(s) are awarded. This may involve calling another board meeting, or having the board vote via email, to enable us to award tenders and set construction timelines. The ultimate goal is to secure funds, and proceed with renovations in the fall – to have projects completed before Ontario Public Library Week in the middle of October.

**d.) In-Camera Session**

A motion to move into a closed session for personal matters about an identifiable individual

**Moved by:** R. Bald  
**Seconded by:** B. Gorski  
**Carried**

A motion to rise and report that this closed meeting of the Midland Public Library Board by adjourned at 8:15pm and that the Library Board now rise and report to open session.

**Moved by:** K. Stief  
**Seconded by:** G. Nowak  
**Carried**



A motion further to the oral report, the Library Board herein confirms its discussion held in closed session on May 17<sup>th</sup>, 2018 and its direction to accept the CEO Goals for 2018.

**Moved by:** B. Desroches  
**Seconded by:** R. Bald  
**Carried**

#### 9. CEO Report

##### **Discussion:**

C. Witzke discussed the previously supplied CEO report. She highlighted the great success of the Block Party and the large amount of positive feedback that the library has been getting in relation to this event. There is potential for this to become an annual event. The staff are working to evaluate the sustainability of this event.

C. Witzke discussed the upcoming inventory of materials at the library, stating the target date for this would be in the fall, during the possible renovation of the 1<sup>st</sup> floor, when the library might be closed to the public for a short time, due to construction hazards around the main entrances.

#### 10. Report of Board Committees

##### **a) Finance Committee**

##### **Discussion:**

C. Witzke reviewed the previously supplied Finance Committee report. K. Stief inquired about the costs of hydro, as he felt it appeared high. C. Witzke stated that all Hydro is billed directly to the Town of Midland, but that she would request the statements to monitor the increased costs of Hydro.

##### **Motion to approve the April 2018 Operating Financial Statement**

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

##### **b) Fundraising Committee**

##### **Discussion:**

R. Bald discussed the previously supplied Fundraising Committee Report. Thank you to the Friends of the Library for their full financial support of the Block Party.



B. Kettle continued to collect names of Board members willing to volunteer at the Butter tart festival and a provided a reminder to drop off their butter tarts at the library before noon on Thursday, June 7<sup>th</sup> to allow for packaging.

B. Kettle shared an update regarding a workshop she and R. Bald attended regarding creating a sponsorship program for the library. More work will have to be put into the program before proceeding to ensure that the library has a defined scope of work as the world of fundraising and sponsorship is changing.

**c) Nominations Committee**

**Discussion:**

L. Roy discussed the supplied Nomination Committee report. L. Roy thanked board members for their work at creating awareness for the board at the block party event.

L. Roy stated that the big goal is to be creating awareness. She felt that Board networking is a key element for growth so that people in the community realize what the board is, what they do, and to consider applying to join. Information regarding the board, and future postings, as well as ways to contact the board will be posted on the library's website.

A skills based matrix has also been established that will help guide the Nominations Committee & anyone working to recruit potential board member applications. L. Roy noted that this will be shared with the current board members for their information.

**11. Next Meeting**

Date: June 21st, 2018

Time: 7:00pm

**10. Adjournment**

Motion to adjourn at 9:05pm

Moved by: R. Bald

Signed:

B. Kettle  
B. Kettle, Chair

Date: June 21/18

C. Witzke  
C. Witzke, CEO & Recording Secretary