



# Midland Public Library

Board Meeting Minutes  
Thursday, 20 June @ 7pm

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

**Present** R. Bald, B. Gorski, L. Cascagnette, G. Canning, C. Curlette,  
L. Roy, B. Kettle, P. Pantling  
**Regrets** C. McKay  
**Staff** C. Bergstrom, CEO

## 1. Call to Order

The Board Chair, B. Kettle, called the meeting to order at 7:00pm.

## 2. Declaration of Pecuniary Interest

None

## 3. Approval of the Agenda, with one addition – presentation & hanging of art donation by Johnny Hawke

### Motion to approve to the June 2019 Board meeting agenda

**Moved by:** L. Cascagnette

**Seconded by:** C. Curlette

**Carried**

## 4. Artwork Presentation to MPL

The Midland Public Library Board attended a presentation of artwork donated by John. C. Hawke to the Midland Public Library. R. Bald introduced Mr. Hawke and his donation. Mr. Hawke then provided a summary of the inspiration and meaning of the piece and assisted C. Bergstrom in hanging the piece in the MPL MakerPlace.

## 5. Approval of the May 2019 Board Meeting Minutes

### Motion to approve to the May 2019 Board meeting minutes

**Moved by:** B. Gorski

**Seconded by:** L. Cascagnette

**Carried**

## 6. Correspondence

C. Bergstrom informed the Board that the Minister of Culture, Tourism and Sport was now Lisa MacLeod, as provided in an update from the Government.



## **7. Security Update**

C. Bergstrom provided an update about security and incidents in and around the Library. At this time, there seemed to be no major concerns, and the security guards are very effective in their monitoring of the library and surrounding area.

## **8. Board Continuing Education**

L. Cascagnette provided an educational session about the Public Library Sector in Ontario.

## **9. CEO Report**

C. Bergstrom discussed the previously supplied CEO report. She informed the Board that the Library just found out they had been awarded a \$1000 grant from the Huronia Community Foundation for the Ukulele learning/lending program.

## **10. New Business**

### **a. Interlibrary Loan Service**

C. Bergstrom provided the Board with an update on the Interlibrary Loan Service. At this time the Library is still reviewing all costs to participate in the service with the lack of SOLS van service. Costs have been estimated to be as much as \$22 per item, when shipping materials, shipping costs, and staff time has been accounted for. As this was an unexpected change, there was no money included in the 2019 operating budget for such costs. The staff will continue to examine costs and feasibility of participation in this service moving forward. Any participation may require strict guidelines for use and quantities, due to the extreme costs to participate.

C. Bergstrom discussed MPL's participation in the recent Simcoe County Library Cooperative's Chief Librarian's meeting regarding this issue. At this meeting it was suggested that perhaps all of the library boards in the county could establish a county wide reciprocal borrower agreement, as a secondary solution to the interlibrary loan issue. All libraries were to take this back to their board's for approval before the September county meeting. The board was very supportive of this notion and expressed views that this really was a step forward for Simcoe County libraries and a way to show great cooperation.



**Motion to approve to pursuing participation in a Simcoe County wide reciprocal borrowing agreement.**

**Moved by:** B. Kettle

**Seconded by:** B. Gorski

**Carried**

C. Bergstrom provided the Board with the proposed agreement for a reciprocal borrower agreement between the Midland Public Library and the Township of Tay Public Libraries. She reminded the Board that this had been in the works for almost three years, and was a huge accomplishment to be at this step.

**Motion to approve to reciprocal borrowing agreement between the Midland Public Library and the Township of Tay Public Libraries.**

**Moved by:** B. Kettle

**Seconded by:** L. Cascagnette

**Carried**

C. Bergstrom discussed with the Board the demand for student cards at the Library. With the move of GBDSS to house all students from surrounding areas, it has become evident that there is a need to support the students in our community, regardless of where they reside. She requested that the Board consider approving library memberships for any student, with valid ID, who wishes to utilize the Library. C. Bergstrom also suggested that such an offer might also be extended to those working in our community, as they are also contributing to our economic success. B. Gorski noted that while supporting students should be an easy decision, as it fits in with the MPL strategic plan, that there were some hesitations about those who work in Midland but do not reside/pay taxes in our Community. R. Bald agreed and suggested that the board consider proceeding with student cards and re-examine the options for others in the future.

**Motion to approve to students attending school in Midland (with student ID)**

**Moved by:** C. Curlette

**Seconded by:** R. Bald

**Carried**



**b. Teen Space Plans**

C. Bergstrom discussed the plans for the future teen space on the 2<sup>nd</sup> floor of the library. As outlined in the 2019 goals, a plan for the space was to be delivered to the Board. J. Paquette, Adult & Teen Services coordinator, worked hard on the plans for the space, being sure to include a lot of teen input. It has been determined that fully creating this space in the former St. Marie room will cost approximately \$16,000. C. Bergstrom commended J. Paquette for all of her hard work and time in creating the detailed plan, and noted that the goal for the board and staff would now be to try and secure funding for this wonderful expansion in service through the creation of the new teen space.

**11. Report of Board Committees**

**a. Finance Committee**

C. Bergstrom discussed the previously supplied finance committee report. She informed the Board that the Town has requested a projected 10 year capital plan, and that the Finance Committee are working on such a plan that includes all of the library/tenant initiated capital expenses. All expenses related to the maintenance of the building (on the landlord level) cannot be predicted by the board or staff due to our level of knowledge, and the Town's financial responsibility for their own facility.

**Motion to approve the May 2019 Operating Financial Statement**

**Moved by:** R. Bald  
**Seconded by:** C. Curlette  
**Carried**

**b. Policy Committee**

- OP-01: Protection of Privacy

C. Bergstrom discussed the previously supplied policy. There were no suggested edits to this policy.

**Motion to approve the updated policy OP-01: Protection of Privacy**

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



- OP-22: Records Retention

C. Bergstrom discussed the previously supplied policy. There were no suggested edits to the policy.

**Motion to accept the newly developed policy OP-22: Records Retention**

**Moved by:** L. Cascagnette

**Seconded by:** G. Canning

**Carried**

**c. Fundraising Committee**

L. Roy discussed the previously supplied Fundraising Committee Report.

**d. Assessment & Development Committee**

L. Cascagnette and R. Bald discussed the list of upcoming topics for education for the Board. They are working together to deliver a fulsome and supportive set of training for the Board.

**11. Next Meeting**

Date: July 18<sup>th</sup>, 2019 - 3<sup>rd</sup> floor boardroom

Time: 7:00pm

\* NOTE: This meeting date is a SAVE THE DATE only, should a meeting not be required, the Board will take July off. Communications will come from the Board Chair and Library CEO in advance of this date to confirm.\*

**12. Adjournment**

**Motion to adjourn at 8:13pm**

**Moved by:** R. Bald

**Signed:**

Barb Kettle

B. Kettle, Chair

C. Bergstrom

C. Bergstrom, CEO & Secretary

Date: August 22/19