



# Midland Public Library

Board Meeting Minutes  
Thursday, 17 October @ 7pm

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

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

**Motion to approve to the October 2019 Board meeting agenda**

**Moved by:** R. Bald

**Seconded by:** C. Curlette

**Carried**

## 4. Approval of the August 2019 Board Meeting Minutes

**Motion to approve to the August 2019 Board meeting minutes**

**Moved by:** C. Curlette

**Seconded by:** L. Cascagnette

**Carried**

## 5. Correspondence

None to share at this time.

## 6. Security Update

C. Bergstrom provided an update about security and incidents in and around the Library. She also reviewed the results of the RFQ for the security services and discussed the options with the Board.

**Motion to approve awarding the contract for Security Services to Garda World.**

**Moved by:** C. McKay

**Seconded by:** B. Gorski

**Carried**



**7. Board Continuing Education**

R. Bald provided an educational session about the Public Libraries Act.

**8. CEO Report**

C. Bergstrom discussed the previously supplied CEO report.

B. Kettle highlighted the Love Your Library Mini Golf Event, asking Board members to put it on their calendars.

**9. New Business**

**a. Accreditation Status Update**

C. Bergstrom shared that the potential accreditation audit for the Library would be in the middle of November. The review process has moved to a combined process of uploading documentation and a virtual visit for the audit. This increases the onus on the Library to provide proof of all requirements in advance through the upload process, including documents, photos and videos where applicable.

**b. In-Camera Session**

**Motion to move to an in-camera session due to information about an identifiable individual.**

**Moved by: B. Gorski**

**Seconded by: R. Bald**

**Carried**

**Motion to move to rise from the in-camera session due to information about an identifiable individual.**

**Moved by: L. Cascagette**

**Seconded by: C. Curlette**

**Carried**

**10. Report of Board Committees**

**a. Finance Committee**

C. Bergstrom discussed the previously supplied finance committee report. She noted that the Town of Midland had been able to work with Simcoe County to establish a connection to the required financial software. She also



noted that this meant there would be no IT reserve charge for 2020 in the budget, as confirmed by T. Archer at the Town of Midland.

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

**Moved by: C. Curlette**

**Seconded by: B. Kettle**

**Carried**

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

**Moved by: R. Bald**

**Seconded by: B. Gorski**

**Carried**

C. Bergstrom also reviewed the draft 2020 Operating Budget with the entire board, as approved by the Finance Committee. She noted that the Town of Midland initiated a number of expense increases outside of the Library Board control, including increases to the pay grids, benefits and insurance. These town-initiated costs added approximately 4.29% to the budget over the 2019 budget. Despite this the Finance Committee worked hard to complete the draft budget to come in at an approximate 3.97% increase over the 2019 budget. Until final numbers are provided, by the Town of Midland for the aforementioned areas, it was noted that there might be some slight adjustment in the projected amounts for those budget lines.

**Motion to approve the Draft 2020 Operating Budget**

**Moved by: L. Cascagnette**

**Seconded by: C. McKay**

**Carried**

**b. Policy Committee**

- Community Information Policy. C. Bergstrom reviewed the previously supplied Community Information Policy. There were no questions or concerns.

**Motion to approve the Community Information Policy**

**Moved by: B. Kettle**

**Seconded by: B. Gorski**

**Carried**



- Internet Use Policy - C. Bergstrom reviewed the previously provided Internet Use Policy. She noted this was updated early to reflect the inclusion of new loanable Wi-Fi hubs. C. McKay noted one typo to be rectified.

**Motion to approve the updated Internet Use Policy to reflect the inclusion of the new loanable Wi-Fi hubs.**

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

**c. Fundraising Committee**

B. Kettle and C. McKay discussed the previously supplied reports from the Fundraising Committee and the Sponsorship working group. B. Kettle called for board members to mark the date to volunteer at the Christmas Market on December 14<sup>th</sup> at the Library.

B. Kettle provided an update regarding the new Love Your Library Campaign. She reminded board members that they would be called upon to volunteer and participate in the Kick-off events on January 31<sup>st</sup>/February 1<sup>st</sup>.

**d. Assessment & Development Committee**

R. Bald noted that the A & D committee would be meeting soon to commence the CEO review and the Board assessments as per the review schedule.

- 11. Next Meeting**  
Date: November 21<sup>st</sup> - 3<sup>rd</sup> floor boardroom  
Time: 7:00pm

- 12. Adjournment**  
**Motion to adjourn at 8:20pm**  
**Moved by: B. Gorski**

Signed:

R. Bald  
R. Bald, Vice-Chair  
Date: Nov. 21/19

C. Bergstrom  
C. Bergstrom, CEO & Secretary