

Midland Public Library

Board Meeting Minutes
Thursday, 17 March 2022 @ 6pm

Location: Zoom/MPL Boardroom

Present C. McKay, B. Kettle, K. Weishar, L Hillman, B. Desroches, C. Curlette, B. Gorski, G. Canning
Staff T. Hayes CEO
Regrets None

1. Call to Order

The Board Chair, K. Weishar, called the meeting to order at 6:04 PM

2. Declaration of Pecuniary Interest

None

3. Approval of the Agenda

Motion to approve the March 2022 Board meeting agenda

Moved by: L. Hillman

Seconded by: C. Curlette

Carried

4. Approval of the February 2022 Board Meeting Minutes

Motion to approve the February 2022 Board meeting minutes

Moved by: C. McKay

Seconded by: B. Kettle

Carried

5. Correspondence

None

6. Security Update

The following steps were taken to improve staff and security response to safety issues:

- New standing orders were created for the security company
- Standing orders were provided to the staff as an template to provide a consistent response to different security issues
- New tracking sheet with incident report numbers implemented
- Met with OPP to discuss working together for a safer library
- MPL staff will forward do not tress pass orders to OPP moving forward
- New more detailed incident report created and shown to staff

7. CEO Report

- T Hayes attended first town leadership meeting. Excellent opportunity to understand what is happening at the Town and to explore opportunities to work together moving forward.
- New staff appreciation model developed that is peer driven
- Collection analysis data has been pulled and we are looking at the trends, providing a copy to our vendor
- Update on the Simcoe County Library Cooperative and discussions with Brent Capp at County

8. New Business

None

9. Report of Board Committees

- **Finance Committee**
 - The updated financials are still not complete for December 2021 and later
 - Information for Annual Survey to be submitted and will be completed by the town in time to submit
 - For 2020 the Library saw a budget surplus of \$87,000.00. The tow CFO Michael Jeremy hopes to recommend the money be applied to the library reserves.

Policy Committee –

OP – 07 Meeting Rooms

Changes were made to section 1.b to add a qualifier that the library is not responsible for the content of the meetings held in library room rentals. An additional note was added under 5 e. to note the disposal of food and drink consumed in the meeting rooms.

Motion to approve of OP - 07

Moved by: C. Curlette

Seconded by: B. Desroches

Carried

OP – 23

This Policy was reviewed, and no changes were recommended

Motion to approve the review of OP - 23

Moved by: B. Gorski

Seconded by: C. McKay

Carrie

- **Fundraising Committee & Sponsorship Working Group**
 - Explorer's Quest.
 - Marketing materials and tent placements were discussed
 - T Hayes and C. McKay will complete and submit the grant forms.
 - Butter Tart Festival
 - The library will not be selling butter tarts this year due to the availability of certified kitchens
 - Committee will review selling consignment items from local vendors not participating in the day
 - Other ideas such as selling cold drinks, freezies, succulents, and custom candles were discussed.
 - T. Hayes to contact Friends of the Library about a book sale on the day.
 - Children's activity centre

- Scheduling staff and volunteers.

Assessment & Development Committee

- The Committee reviewed the Board assessment Document with T. Hayes. The document was developed to help the Board assess their skills and areas where development is required. The final version will be provided to T. Hayes to review before it is provided to the Board.
- The Committee also reviewed the CEO's 6 month review with T. Hayes. It was agreed that the document looked well thought through and would set a good standard for review.
- T. Hayes will review documentation on the OLS site and provide documents to help the committee with self-assessment, legacy documents, and board recruitment information.
- T. Hayes will reach out to get recommended practices and timelines on Board recruitment during an election year.

11. In-Camera Session

None

12. Next Regular Meeting

Date: April 21, 2022

Time: 6:00pm

Location: Online zoom Meeting and in person.

13. Adjournment

Motion to adjourn at 6:35 pm

Moved by: B. Gorski

Signed:



K. Weishar, Chair



T. Hayes, CEO & Secretary

Date: May 19, 2022