

# Midland Public Library

## Board Meeting Minutes Thursday, 13<sup>th</sup> April @ 6pm

Location: Zoom/MPL Boardroom

**Present** B. Kettle (via Zoom), K. Weishar, S. Turnbull, C. Cooper, D. Dickinson, M. Gray, R. Bald, L. Hillman (via Zoom)  
**Staff** T. Hayes CEO  
**Regrets** None

### 11. Call to Order

K. Weishar, the Library Board Chair, called the meeting to order at 5:58 pm.

### 12. Declaration of Pecuniary Interest

None

### 13. Approval of the Agenda

**Motion to approve the April 13<sup>th</sup>, 2023, Board meeting agenda.**

**Moved by:** M. Gray

**Seconded by:** S. Turnbull

**Carried**

### 14. Approval of March 18<sup>th</sup>, 2023, Board Meeting Minutes

C. Cooper noted a date change that is required. Minutes will be resubmitted for approval at the May board meeting.

### 15. Correspondence

**Motion on behalf of the Board to provide T. Hayes with a letter of appreciation of staff work and that this letter be distributed to staff.**

**Moved by:** L. Hillman

**Seconded by:** D. Dickinson

**Carried**

### 16. New Business

None

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**THIS IS THE PLACE.**

## 17. Security Update

T. Hayes met with our current security provider to discuss shift coverage issues.

T. Hayes met with another security company to get a quotation and assess their response style to issues in the library.

There were no significant issues at the Drag Queen Story Time event.

## CEO Report

- Changes to committee meeting times were discussed.
- Request to change committee times for May due to T. Hayes vacation time.
- The new Administrative Assistant will attend board meetings to take notes moving forward.
- **“Do the Work”** an antiracism workbook distributed to staff and board members.
- New initiative to promote mental health in the workplace was implemented.
- Drag Queen Story time was a success.
- The library has loanable Carbon Monoxide detectors.
- MPL was successful in our application to receive money for a 3d scanner from Rotary.
- MPL is now on a new e-book lending platform. T. Hayes was part of a committee to improve our purchasing performance in our county group.
- MPL is now circulating C-pens.
- MPL is highlighting our Playaway and Wonderbook collection in a local news article.
- A new program is being developed to encourage civic engagement with local youths.
- Our partnership with the YMCA and Canadian Newcomers continues to flourish.
- We have seen a 100% increase in our free tax return service.

## Report of Board Committees

### a. Finance Committee

- It has been noted that the December 2022 and January 2023 financials have not been updated or completed.

**Motion to approve the Finance Committee report and the financials will be brought back to the board for approval when they are properly updated.**

**Moved by:** M. Gray  
**Seconded by:** C. Cooper  
**Carried**

### b. Policy Committee

#### **BL – 03 Terms of Reference of the officers:**

This is an existing policy updated in 2018 and is scheduled for review. In accordance with the Public Libraries Act. Changes were made to the terms of reference for the Vice Chair, Secretary, Treasurer and CEO.

**Recommendation 1:** The Committee recommends approval of the review/update of policy BL – 03

**Moved by:** S. Turnbull  
**Seconded by:** R. Bald  
**Carried**

#### **BL – 02 Composition of the Board**

This is an existing policy updated in 2018 and is scheduled for review. In accordance with the Public Libraries Act. Changes were made to the policy.

**Recommendation 2:** The Committee recommends approval of the review/update of policy BL - 02

**Moved by:** M. Gray  
**Seconded by:** C. Cooper  
**Carried**

## **HR – 03 Right to Disconnect**

This is a new policy on the Right to Disconnect for library staff to address new legislation for organizations with staff of 25 or more.

**Recommendation 2:** The Committee recommends approval of the review/update of policy HR - 03

**Moved by:** M. Gray  
**Seconded by:** C. Cooper  
**Carried**

### **c. Fundraising Committee & Sponsorship Working Group**

Due to scheduling issues, there was no meeting this month. A calendar of events was distributed as well as a monthly date and time set for future meetings.

### **d. Assessment & Development Committee**

- Overview of the “10 Things You Need to Know as a New Library Board Member.”
- Overview of the “Board Roles and Responsibilities” document from Ontario Library Services.

## **12. Next Regular Meeting**

Date: May 18<sup>th</sup>, 2023

Time: 6:00pm

Location: Online Zoo Meeting and in person.

## **13. Adjournment**

**Motion to adjourn at 7:15 pm**

**Moved by:** C. Cooper

Signed:

  
\_\_\_\_\_  
K. Weishar, Chair

Date:

May 18, 2023

*Trish Hayes*

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T. Hayes, CEO & Secretary