

MISSISSIPPI MILLS PUBLIC LIBRARY BOARD
Wednesday June 24, 2015
Pakenham Branch, 7:00 pm

Present:

Board:

Mary Lou Souter (Chair)
Anne Mason (Vice Chair)
Wendy Hansen
Betty Mears
Micheline Boucher
Stuart Langstaff
George Seibel
Bernard Cameron
Danielle Wojtyniak

Staff:

Pam Harris (CEO)
Karen Kiddey (Recording Secretary)

The Chair called the meeting to order at 7:05 pm.

1. APPROVAL OF AGENDA

Moved by George Seibel

Seconded by Wendy Hansen

THAT the agenda be accepted as amended.

Carried

2. DISCLOSURE OF PECUNIARY INTEREST

None

3. Approval of minutes from May 25, 2015.

Moved by Betty Mears

Seconded by George Seibel

THAT the Minutes of May 25, 2015 be approved.

Carried

4. Delegations/Presentations: None

5. Business arising from the minutes.

a. None.

6. Correspondence

a. Email from Susan Gibson.

Content from letter was discussed and will be passed to the strategic planning and the finance committee.

7. Other/New business

a. Wendy Hansen asked if board members can be given Mississippi Mills email addresses. Pam is to follow up with Lanark IT for an estimate of costs.

8. Reports

a. Chair's Report: presented

b. Committee Reports

bi. Outreach Committee, Terms of Reference

Moved by Micheline Boucher

Seconded by Anne Mason

THAT the Terms of Reference be adopted as amended.

Carried

Discussed several ideas and initiatives including Equator Coffee fundraiser, Book Sale November 21, 2015, and a Silent Auction for Spring 2016.

bii. Policy

Moved by Betty Mears

Seconded by George Seibel

THAT the Health & Safety Policy and Procedures of the Town of Mississippi Mills be accepted and approved as the Health & Safety Policy of the Mississippi Mills Public Library.

Carried

Moved by Betty Mears

Seconded by George Seibel

Carried

That the Policy No. HR-02 Respect in the Workplace - Discrimination & Harassment be adopted as amended.

Carried

Moved by Betty Mears
Seconded by Danielle Wojtyniak

THAT the Policy No. HR-03 Respect in the Workplace – Prevention of Workplace Violence be adopted as amended.

Carried

Moved by Betty Mears
Seconded by Anne Mason

THAT the Procedures for Registering Complaints or Grievances Revised June 24, 2015, be adopted as amended.

Carried

biii. Facilities

Final Report for Space Needs Assessment for Pakenham Library has been completed as was the application for Canada150 funding.

Almonte branch attic/insulation – contractors to be contacted in September

biv. Personnel

Branch Supervisor Position for Pakenham Library is posted with a closing date of July 3, 2015. Mary Lou prefers not to be on the hiring committee and asks that any member who is interested in being on the committee, contact her. Candidate to be hired by August 20, 2015. Will need to convene a short board meeting at that time.

bv. Finance Committee - Wendy Hansen presented the Finance Committee Report. We discussed the 2014 Audit and the 2016 budget planning. Wendy indicated that she is stepping off the Finance Committee.

c. CEO/Chief Librarian's Report

Additional discussion about the Senior's Conversation held at the Almonte Branch on September 30, 2015.

d. Financial - May YTD presented

e. Incident Report Summary - None

9. Next Meeting: September 30, 2015, Almonte Branch

10. ADJOURNMENT

Moved by George Seibel
Seconded by Wendy Hansen

THAT the meeting be adjourned.

Carried

Meeting adjourned at 9:30 pm.

Signed:

Mary Lou Souter, Board Chair

Karen Kiddey, Recording Secretary