

MISSISSIPPI MILLS PUBLIC LIBRARY BOARD
Regular Meeting
Wednesday, April 29, 2015
Almonte Branch, 7:06 pm

Attendance:

Present:

Wendy Hansen

Board:

Stuart Langstaff

Mary Lou Souter (Chair)

Betty Mears

Bernard Cameron

Micheline Boucher

Danielle Wojtyniak

George Seibel

Anne Mason (Vice Chair)

Staff:

Pam Harris (CEO)

Jocelyn Preece (Secretary)

Orientation / Professional Development

- a. Shared online folder

Pam provided the board with an overview of drop box, where all of the board minutes, budgets, draft documents will be kept for easy access.

The Chair called the meeting to order at 7:06 pm.

1. APPROVAL OF AGENDA

Moved by George Seibel

Seconded by Betty Mears

THAT the agenda be accepted.

CARRIED

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. APPROVAL OF MINUTES

Moved by Betty Mears

Seconded by George Seibel

THAT the minutes dated Mar. 25, 2015 be approved.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

- a. Volunteers working alone (Report: Volunteers)

The board discussed the requirement to ensure that staff and volunteers receive legislated CPR / WHMIS training. Pam was asked to determine the cost of training volunteers and to bundle staff and volunteer training to reduce cost. Jocelyn was asked to determine how many Pakenham volunteers already have First Aid / WHMIS.

Moved by Betty Mears

Seconded by George Seibel

That all volunteers who work alone at the Mississippi Mills Public Library receive required First Aid training as allocated in our budget.

CARRIED

5. CORRESPONDENCE

- a. Infrastructure Renewals – Almonte Downtown Core
- b. Thank you from Lorraine

6. REPORTS

- a. Chair's Report / review of Board organization, SOLS Trustee Orientation
 - Committees now functioning well, a process for communicating with other committee members and the board is needed.
 - SOLS information was distributed and Mary Lou will connect board members with more info if requested.
 - Louis De Salaberry donation will be used for an accessibility collection.
- b. Committee(s) report –
 - Facilities*
 - A Pakenham Space Needs consultation report has been drafted and distributed to the board. Comments and suggestions should be sent to Doris Rankin.
 - Question about roof condition. Next steps are to get contractors in to provide assessments and estimates.
 - Policy*
 - Excel org chart was created by Wendy to describe what the committees do. The board was asked to review it and make recommendations.
 - Outreach*
 - Terms of reference have been revised and will be sent to the board for approval.
- c. CEO/Chief Librarian report

A question was raised regarding the consistency of how program and circulation stats are displayed in reports. Pam will separate program stats by branch in following reports.
- d. Financial – March YTD; Final Budget (emailed Apr. 17, '15)
- e. Incident Report Summary – None

7. OTHER BUSINESS

- a. In camera: staff step increment
Tabled until the next meeting.

- b. Preliminary report – Space Needs Assessment
Distributed for input.
- c. Visiting Library Update
The expansion of the Visiting Library Service at the Almonte and Pakenham branches was discussed. Adding members will require additional staff time, and a volunteer coordinator position has been applied for in grant. Extending the program to include a hospital discharge service / housebound services to be developed in the Fall.
- d. Request for amendment to the Town of MM Organizational Report AM
The library appears as a department on the town’s current org chart. The Ontario Libraries Act defines the relationship between libraries and the municipality, establishing that the library is a separate corporation, and not a department of the town.

Moved by Anne Mason

Seconded by George Seibel

THAT the application by the board to correct the organizational chart of the town to correctly reflect the relationship between the town and the library be forwarded to the town CAO as requested by her.

CARRIED

8. MEETING ANNOUNCEMENTS

Next meeting will be held on May 27th 2015 at the Almonte Branch at 7pm.

10. ADJOURNMENT

Moved by Anne Mason

Seconded by George Siebel

THAT the meeting be adjourned.

CARRIED

Meeting adjourned at 9:17 pm.

Signed:

Mary Lou Souter, Board Chair

Jocelyn Preece, Recording Secretary