

MISSISSIPPI MILLS PUBLIC LIBRARY BOARD
Regular Meeting
Wednesday, August 20th, 2014
Almonte Branch, 7:00 pm

Attendance:

Present:

Board:

Mary Lou Souter (Chair)
Lorraine Albert
Stuart Langstaff
Wendy Hansen
Betty Mears
Bernard Cameron

Staff:

Pam Harris (CEO)
Jocelyn Preece (Secretary)

Regrets:

Verna Preston
Anne Mason (Vice Chair)
John Broughton

The Chair called the meeting to order at 7:04 pm.

1. APPROVAL OF AGENDA

Moved by Lorraine Albert

Seconded by Betty Mears

THAT the agenda be accepted as presented.

CARRIED

2. DISCLOSURE OF PECUNIARY INTEREST

3. REPORTS

- a. Facilities Committee: review of draft RFP Space Needs Assessment

The draft RFP was presented. Its purpose and an overview of four options at its end were discussed.

Comments included:

- A process schedule should be provided to the bidder once hired.
- The RFP should change "must be completed by", and include both a deadline delivery date and a draft delivery date.
- Wendy to provide draft wording for the schedule. Wendy's suggestions in pencil on draft RFP. It was determined that the last paragraph be removed and the last bullet point be pulled out. Pam will make revisions and send out to everyone.
- Pam to check with Diane to see if the contract could be extended a couple of weeks due to Christmas
- Pam granted permission to run final draft by Diane.

Moved by Bernard Cameron

Seconded by Wendy Hansen

That the RFP be accepted in principle.

CARRIED

b. Finance Committee:

Draft Terms of Reference were presented. Its purpose discussed (internal use for context and history). The board will have two weeks to look over and provide comments to ensure it's ready for approval at September's meeting. Changes on the word document to be initialled. On the word document, please make changes with initials.

c. Rental Room Liability Insurance

It was determined that the first recommendation as set out in the Liability Insurance and Room Rental report (liability insurance be purchased through the town should renters not have their own proof of insurance) be selected.

It was proposed that this policy be set in place immediately, procedures established and notification given as soon as possible. It was also proposed that MMPL cover the cost until December 31st, giving renters and library staff time to adjust to the new policy. Pam will verify with Diane what is required as proof of insurance and to establish procedures for documentation. Staff should begin asking for proof of insurance as of September 1st.

Moved by Betty Mears

Seconded by Lorraine Albert

THAT the 1st recommendation as set out in the Liability Insurance and Room Rental Policy Report be accepted.

Moved by Lorraine Albert

Seconded by Betty Mears

THAT MMPL will cover the cost of patrons opting to purchase liability insurance through the town until the end of December 31st, 2014.

8. MEETING ANNOUNCEMENTS

10. ADJOURNMENT

Moved by Wendy Hansen

Seconded by Lorraine Albert

THAT the meeting be adjourned.

CARRIED

Meeting adjourned at 8:18 pm.

Signed:

Mary Lou Souter, Board Chair

Jocelyn Preece, Recording Secretary