

**MISSISSIPPI MILLS PUBLIC LIBRARY BOARD**  
**Regular Meeting**  
**Wednesday, February 25, 2015**  
**Almonte Branch, 7:00 pm**

**Attendance:**

**Present:**

**Board:**

Mary Lou Souter (Chair)  
Betty Mears  
Bernard Cameron  
Micheline Boucher  
Danielle Wojtyniak  
George Seibel  
Stuart Langstaff

**Regrets:**

Anne Mason (Vice Chair)  
Wendy Hansen

**Staff:**

Pam Harris (CEO)  
Jocelyn Preece (Secretary)

The Chair called the meeting to order at 6:58 pm.

**1. APPROVAL OF AGENDA**

**Moved by George Seibel**

**Seconded by Bernard Cameron**

**THAT the agenda be accepted as amended.**

**CARRIED**

**2. DISCLOSURE OF PECUNIARY INTEREST**

None.

**3. APPROVAL OF MINUTES**

**Moved by Betty Mears**

**Seconded by Bernard Cameron**

**THAT the minutes dated October, 2014 be approved as amended.**

**CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES**

- a. CEO/Chief Librarian Job Description

**Moved by Bernard Cameron**

**Seconded by Danielle Wojtyniak**

**That the MMPL board accepts as information the CEO/Chief Librarian job description**

**5. CORRESPONDENCE**

- a. None

**6. REPORTS**

a. Chair's Report

- Trustees council meetings are a great place to ask questions and to ask for insight/support. If anyone is interested in joining Mary Lou, the next meeting is in May.

b. Committee(s) Report

*Facilities*

- A meeting occurred with space needs assessment team this month. They are about to begin the process of interviewing stakeholders, patrons, etc., and will be investigating the current building in conjunction with an architect, the way the space is used, and the need for accessibility. This will be a large component of this year's work.
- The facilities committee also met with a group who had pushed back against implementing meeting room fees at the Pakenham Branch. An amicable decision was reached, and the group is willing to pay meeting room fees. The representative was invited to participate in the space needs assessment as an interviewee. The space needs RFP will be distributed to members of the board who do not have it.

*Policy*

- This month the policy committee worked on revisions to the Circulation Policy and the Facilities Operations Policy. Policies which need to be looked at this year include:
  - Technology and Connectivity Policy / Internet policy
  - Circulation Policy (to include iPADS).
  - Volunteer Policy
  - Accessibility Policy

*Personnel*

- In the past two or three years, hiring has been the biggest aspect of this committee. Currently mostly oversees and responds to need.

*Finance*

- Puts forward to review the annual budget, monitors the library's financial progress and reports to board when necessary.

*Outreach*

- Responsible for fundraising

c. CEO/Chief Librarian report

- Explanation of programme planning document – budget line is blank because currently this isn't a program budget line. EKLF has agreed to match whatever the town passes for program budget. Most of the library's programmes are new this year and currently run on staff time, without budgeted support.
- Key item on the report is that the request for an Almonte space needs assessment was not approved by council.

- Mention of icicles building up around ALM library and furnace issues. Insulation/air ventilation might be issues? Action item for facilities committee.

d. Financial update - none

e. Incident Report Summary - none

## **7. OTHER BUSINESS**

- a. Establishing Board Sub-committees

Board members signed up for committees, and the new list will be finalized.

## **8. MEETING ANNOUNCEMENTS**

Next meeting will be held on March 25, 2015 at a location to be determined at 7pm.

## **10. ADJOURNMENT**

**Moved by George Seibel**

**Seconded by Micheline Boucher**

**THAT the meeting be adjourned.**

**CARRIED**

Meeting adjourned at 8:14 pm.

Signed:

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Mary Lou Souter, Board Chair

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Jocelyn Preece, Recording Secretary