

MISSISSIPPI MILLS PUBLIC LIBRARY BOARD
Regular Meeting
Wednesday, Feb. 4, 2015
Almonte Branch Branch, 7:00 pm

Attendance:

Present:

Board:

Mary Lou Souter (Chair)

Betty Mears

Anne Mason (Vice Chair)

Bernard Cameron

Stewart Langstaff

George Seibel

Wendy Hansen

Micheline Boucher

Danielle Wojtyniak

Staff:

Pam Harris (CEO/Chief Librarian)

Monica Blackburn (Secretary)

Regrets:

The CEO/Chief Librarian called the meeting to order at 7:03pm.

Pam welcomed the new members and thanked everyone for their time and commitment to the Library Board.

1. Nomination of Chair; Vice-Chair

Pam called for nominations for the position of Chair.

Mary Lou Souter was nominated by Ann Mason

Seconded by Wendy Hansen

No further names were put forward. Pam called for a show of hands.

Mary Lou Souter was named Chair and took over the meeting.

Mary Lou called for nominations for the position of Vice-Chair.

Anne Mason was nominated by Wendy Hansen

Seconded by Stuart Langstaff

No further names were put forward.

Mary Lou proclaimed Ann Mason Vice-Chair by acclamation.

Mary Lou asked that the Board introduce themselves.

2. APPROVAL OF AGENDA

The Book Sale was added as item 9b.

Moved by: Anne Mason

Seconded by: Wendy Hansen

THAT the agenda be accepted as amended.

CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST

None.

4. APPROVAL OF MINUTES

It was agreed that Item 7d would be removed from the draft November 26 minutes.

Moved by: Anne Mason

Seconded by: Betty Mears.

THAT the minutes dated November 26 be approved as amended.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

- a. A draft of the updated CEO/Chief Librarian job description was tabled. It was asked that it be read before the next meeting. The changes that have been made are minor, mostly due to the fact that jobs done by the former CEO are no longer. Pam has checked with Diane Smithson and the position will not require re-evaluation.
- b. The Meeting Room Rental policy was discussed, particularly concerns from the Pakenham Horticultural Society and possible resolutions.

ACTION – The Policy Committee will meet to review and make recommendations for the Meeting Room Rental policy.

Bernard asked if the Mechanics Institute Books were still housed at the library. Pam reported they were.

Ann reported that they are trying to meet with Janine de Salaberry regarding the Louis de Salaberry donations.

6. CORRESPONDENCE

- a. Acknowledgement from the Ministry of Canadian Heritage and Official Languages was received thanking the Board for their letter.
- b. Acknowledgement from the Ottawa Public Library was received thanking the Board for their support.

7. REPORTS

- a. Chair's Report

There was no Chair Report as this Board has been newly struck. Mary Lou did remind Board members that they are appointed by Town Council. However, once the appointment has been made the Board is separate from the Town. The Board requires insurance which is provided by the Town. The Board is also a registered charity and can therefore issue tax

receipts for donations, although the registered name is incorrect. Pam was asked to correct this, as well as to verify that Town insurance does cover Board members.

ACTION

- Pam will verify with the Town that the Board is insured.
- Pam will request that the name be changed with Revenue Canada for the registered charity.

b. Committee reports:

i. *Facilities Report:*

The space needs assessment is underway in Pakenham. The consultant will meet with Board members on **Feb 17 at 2:30**. Anyone interested is welcome to attend.

ii. *Finance committee:*

The end of year statement was included in the Board package. A presentation to the Council for the 2015 budget was well received. The fact that the 2014 budget was underspent was discussed. The Finance Committee will be tasked with helping in this regard in 2015.

iii. *Policy committee.*

The CASL Policy was tabled. Pam explained that this is mandatory.

Moved by: Ann Mason

Seconded by: Wendy Hansen

THAT the Mississippi Mills Public Library Board accepts the CASL Policy as written.

CARRIED

c. CEO/Chief Librarian Report

- Pam apologized for not including the successful Board Book Sale in her report.

8. Board training format

9. OTHER BUSINESS

a) Meeting dates for 2015

b) Book sale

- i. Disappointment was expressed that the success of the annual board book sale had not been celebrated given that it is a community event which raises money for the library and that it is a lot of dedicated hard work by volunteers to make successful. The idea of a presale admission book sale was raised as an idea for next time.

ACTION:

Pam write thank you cards to the two key organizers – Lorraine and Anne and include a report on the book sale in her next report to the Board.

10. MEETING ANNOUNCEMENTS

Next meeting will be held on **Feb. 25'15** at 7pm., Almonte Branch

10. ADJOURNMENT

Moved by Anne Mason.

Seconded by Lorraine Albert.

THAT the meeting be adjourned.

CARRIED

Meeting adjourned at 9:37pm.

Signed:

Mary Lou Souter, Board Chair

Monica Blackburn, Recording Secretary