

**MISSISSIPPI MILLS PUBLIC LIBRARY BOARD**  
**Regular Meeting**  
**Wednesday, June 25, 2014**  
**Almonte Branch, 7:00 pm**

**Attendance:**

**Present:**

**Board:**

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

**Staff:**

Pam Harris (CEO)  
Jocelyn Preece (Secretary)

**Regrets:**

Verna Preston  
Anne Mason (Vice Chair)

The Chair called the meeting to order at 7:10 pm.

**1. APPROVAL OF AGENDA**

Overdrive report added under 7b.

**Moved by Betty Mears**

**Seconded by Lorraine Albert**

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

**CARRIED**

**2. DISCLOSURE OF PECUNIARY INTEREST**

**3. APPROVAL OF MINUTES**

**Moved by Lorraine Albert**

**Seconded by John Broughton**

**THAT the minutes dated May 28th, 2014 be approved as presented. CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES**

- a. All agreed to accept the change of wording from 'Conflict of Interest' to 'Disclosure of Pecuniary Interest' on the agenda.

**5. CORRESPONDENCE**

- a. Corridor Gallery Emails - arises also under Liability Insurance. Moved to 6g.

**6. REPORTS**

- a. Chair's Report:

In the month of June the facilities committee was reinstated and a finance committee was established. Wendy has agreed to be interim chair of the Finance committee for a six month period.

b. Committee Reports:

Facilities Committee:

The committee will work through July to have a draft RFP for the Pakenham Space Needs Study to bring forward to board in August. It was noted that the RFP must not identify the space needs/problems, which should be developed in the space needs study, but must make clear the evaluation criteria. Any contributions towards requirements should be sent to Mary Lou.

Pam has created a 10 year long-term plan for council covering library renovations, as identified in the Building Condition Assessment Study. This has been sent to the facilities committee and Pam will send it out to the rest of the board.

Finance Committee:

The Finance committee is in its early days. In the next few weeks a strategy will be written up to bring to the board.

c. CEO/Chief Librarian Report

Questions/comments were raised regarding the following:

- The board appreciated the report's detail, which allows board members to get a sense of the library's daily operations.
- The Pakenham story time stats should be included in the monthly report from now on.
- Pam to send CEO report to council also.
- It was decided that the bi-monthly newsletter looks more professional in colour. Technology upgrades were discussed in relation to making colour printing available in Almonte.

d. Financial Business

The finance committee will make sure there is continuity in the budget codes and will look at redrafting / streamlining for next year. We are under spent in some areas - ie. book budget, but mostly on track. Clarification was given regarding book sale/fundraising revenue and how it appears in the budget.

e. Incident Report Summary – none

f. Report - All Staff Day

It was recommended that the next all staff day take place on a Thursday to reduce staff costs. The biggest cost for future sessions is speakers.

g. Report: Liability Insurance, updated

Two emails were included as Correspondence, one to council and one to Diane and Pam, resulting in a motion passed by the town to purchase insurance to cover vernissages. The implication of this motion is that library room renters can purchase a \$15.00 rider through the same insurance. Discussion arose as to whether or not we can still buy external insurance and whether to pass on or assume the cost. The administrative side was also discussed and it was determined that the contract/proof of insurance for most groups can be handled once for the year.

As of today we need to make sure room renters are insured. In the short-term we will get renters to sign the \$15.00 insurance contract. The library should notify groups who have already booked the room of this cost.

Pam will follow up to get clear quotes on the cost to purchase private insurance for room rentals in both buildings to see if it will cost less than \$750.00 than it would cost for our 50 room rentals per year. The facilities policy will be updated once this situation is resolved.

## **7. OTHER BUSINESS**

- a. The allocation of in memory donations for Louis de Salaberry was tabled until next meeting. There were a few donations given at the ceremony which have not yet arrived. Pam will go ahead with thank you notes.
- b. Report on Overdrive Advantage: The report outlines additional coverage given through Overdrive Advantage, which would allow the library to have a 40 book collection that belongs to MMPL patrons. This collection can be developed internally based on our collection needs. There was consensus that this is worth diverting funds from our Book budget for 2014 and to be included in 2015 budget as well.

## **8. MEETING ANNOUNCEMENTS**

Next meeting will be held on August 20th to discuss Pakenham RFP and liability insurance.

## **10. ADJOURNMENT**

**Moved by Betty Mears  
Seconded by Wendy Hansen  
THAT the meeting be adjourned.**

**CARRIED**

Meeting adjourned at 9:10 pm.

Signed:

---

Mary Lou Souter, Board Chair

---

Jocelyn Preece, Recording Secretary