

MISSISSIPPI MILLS PUBLIC LIBRARY BOARD
Regular Meeting
Wednesday, March 25, 2015
Pakenham Branch, 7:00 pm

Attendance:

Present:

Stuart Langstaff

Board:

Betty Mears
Bernard Cameron
Micheline Boucher
Danielle Wojtyniak
George Seibel
Anne Mason (Vice Chair)
Wendy Hansen

Regrets:

Mary Lou Souter (Chair)

Staff:

Pam Harris (CEO)
Jocelyn Preece (Secretary)

The Chair called the meeting to order at 7:03 pm.

1. Orientation / Professional Development

Rhonda Whitmarsh, Mississippi Mills Treasurer, provided the board with an overview of the town's budget process and library budget statements.

2. APPROVAL OF AGENDA

Moved by Wendy Hansen

Seconded by Betty Mears

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 Feb. 25, 2015 be approved as amended. CARRIED

Moved by Wendy Hansen

Seconded by Stuart Langstaff

THAT the minutes dated Mar. 9, 2015 be approved as amended. CARRIED

4. BUSINESS ARISING FROM THE MINUTES

- a. Confirmation of Board Sub-Committees

Pam was requested to revise document to make the language consistent, remove “in cooperation with CEO” and correct misspelling.

5. CORRESPONDENCE

- a. None

6. REPORTS

- a. Chair’s Report

- The delay in the town’s budget approval process was explained.
- Noted that the Ramsay resolution amendment will be reviewed at a future council meeting.
- The board’s decision not to share or comment on the petition was discussed.
- The counsellors who voted against the 6% increase request were contacted and a statement from one of these counsellors was shared with the board. This statement indicated a sentiment of program duplication and suggested the need for a long-term strategic plan to justify increases.
- The Elizabeth Kelley Foundation was recognized for their tremendous support. Pam will be meeting with them in May.

- b. Committee(s) report –

Facilities Committee:

Resulting from a potential bed bug issue, other library policies were looked at and the Almonte Branch was inspected by pest control. In both branches staff was alerted and a protocol was establish to inspect and store any contaminated materials. The health unit was contacted. Pam is quite confident that there is not a problem and the one suspect book has not been verified.

A policy was drafted that includes bedbugs and other environmental issues.

Moved by Betty Mears

Seconded by George Seibel

THAT the Library Environment Policy be approved as presented.

CARRIED

Outreach Committee:

New committee was established. Initial discussions have taken place on MMPL’s volunteer activities. Volunteer categories include: operational, programming and special events/fund-raising. New volunteer opportunities will be offered to current volunteers first.

The volunteer policy has been updated. Changes include updates to criminal record checks. Pam was asked to inquire with Michael whether there's any way to get around mandated CPR/First Aid training for volunteers working alone in a public building.

Moved by Betty Mears

Seconded by George Seibel

THAT the MMPL Board accepts revisions to the Volunteer VOL-01 as presented.CARRIED

c. CEO/Chief Librarian report

Questions/comments included:

- March Break program success.
- Local clubs to be researched to ensure that programs are not duplicated, for example, genealogy.
- Pam was asked to update the task list to change initials to full names for clarity.
- Tech tutors successful for second year – Pam will reapply for the next grant opportunity in the Fall.

d. Financial update – none.

e. Incident Report Summary – reviewed summary report.

7. OTHER BUSINESS

- a. New website – link to be sent to board members for information.

8. MEETING ANNOUNCEMENTS

Next meeting will be held on April 29, 2015 at the Almonte Branch at 7pm.

10. ADJOURNMENT

Moved by Wendy Hansen

Seconded by George Seibel

THAT the meeting be adjourned.

CARRIED

Meeting adjourned at 9:21 pm.

Signed:

Anne Mason, Acting Board Chair

Jocelyn Preece, Recording Secretary