

**MISSISSIPPI MILLS PUBLIC LIBRARY BOARD**  
**Regular Meeting**  
**Wednesday, October 29, 2014**  
**Pakenham Branch, 7:00 pm**

**Attendance:**

**Present:**

Bernard Cameron

**Board:**

Mary Lou Souter (Chair)

Lorraine Albert

Stuart Langstaff

Wendy Hansen

Betty Mears

John Broughton

Anne Mason (Vice Chair)

**Regrets:**

Verna Preston

**Staff:**

Pam Harris (CEO)

Jocelyn Preece (Secretary)

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

**1. APPROVAL OF AGENDA**

Added to Agenda:

- 4b –eContent Letter
- 5a– Ministry Funding Email

**Moved by Anne Mason**

**Seconded by Betty Mears**

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

**CARRIED**

**2. DISCLOSURE OF PECUNIARY INTEREST**

Discussion arose surrounding the implications of an elected counsellor working for the library board. It was clarified that as a library board employee, there is no direct conflict.

**2. APPROVAL OF MINUTES**

The last names Hansen and Mears to be added to the September 24, 2014 minutes under Approval of Minutes.

**Moved by Lorraine Albert**

**Seconded by Betty Mears**

**THAT the minutes dated September 24<sup>th</sup>, 2014 be approved as amended.**

**CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES**

- a. Finance Committee Terms of Reference

**Moved by Wendy Hansen.**

**Seconded by Anne Mason.**

**THAT the MMPL Board accept the Finance Committee's Terms of Reference.**

**CARRIED**

b. eContent

To be redrafted by Pam Harris based on board recommendations.

## **5. CORRESPONDENCE**

- a. New ministry funding for Public Libraries in Ontario focuses on technology and service capacity improvements. This will be emailed to the board by Pam Harris.

## **6. REPORTS**

a. Chair's Report:

Congratulations to Bernard on his re-election to council.

Mary Lou Souter will be attending the Chair Trustees Council meeting in Kemptville, and invited other board members to attend with her. The meeting will include information about SOLS, Ontario Library Board Association and round table discussion of issues, successes, etc.

Pam attended the Elizabeth Kelly Library Foundation Inc. meeting, to be discussed in the CEO report.

b. Committee reports:

*Personnel committee:* has met twice: to go over material on Pam's performance review and for a second personnel matter that is still under review.

**Moved by Lorraine Albert**

**Seconded by Betty Mears**

**That the Mississippi Mills Public Library Board accept Pam Harris as permanent full time staff, moving to step 3 of the 601-650 band of the Town of Mississippi Mills Pay Scale effective her anniversary date of October 7, 2014;**

**And**

**THAT the Mississippi Mills Public Library Board accept Jocelyn Preece as permanent part-time staff, effective upon completion of her six month probation, Oct. 8, 2014.**

**CARRIED**

*Facilities Report:*

Based on three submissions to the RFP, the Facilities committee has selected a winning proposal by 1292080 Ontario Inc., contingent on reference checks. The study should be complete by mid-February.

Bernard suggested that an additional \$15,000 be asked for to continue the project in the 2015 budget, as a commitment to initial stages of implementation. It could be used as a deposit or for further study based on the recommendations made by the study.

**Moved by Stuart Langstaff  
Seconded by Betty Mears**

**That the board select 1292080 Ontario Limited's proposal to carry out the Pakenham Space Needs Assessment study. CARRIED**

c. CEO/Chief Librarian Report

Elizabeth Kelly Library Foundation Inc. meeting resulted in receiving nearly everything requested:

- \$2500 strategic planning support
- \$15,000 Almonte Space Needs assessment to be carried out in 2015, (dependent on current Pakenham needs assessment)
- 3 additional literacy tutoring positions
- \$8000.00 discretionary funds – furniture, displays, etc. to be prioritized by Monica, Jocelyn and Pam at a planning meeting.
- \$1000.00 to develop programming (will match the town's commitment).
- \$500 to the Tembo project in Tanzania, funding to establish a pen-pal program between libraries.

In addition, they will continue to support the food program in both locations. It was asked that in the future, the wish list be brought to the board for discussion. The board discussed how to thank the Foundation, and it was decided that a near Christmas early evening soiree be held at Wendy's house.

Ramsay resolution:

Discussion arose regarding why council defeated the request to rescind the Ramsay resolution. It was suggested that in the midst of an election, this issue became political instead of practical and that there is general confusion as to what the resolution is because it was considered to be associated with the Howard Alan agreement. The board discussed coming back to this issue again, in the near future, preferably this term.

Pam attended a meeting for a potential partnership with Access to Justice, a Lanark County organization providing legal support to those in need. The five Lanark County public libraries have agreed to partner with Access to Justice to create legal kits for families, and to look into providing meeting room space for legal aid lawyers to provide preliminary legal advice. The board discussed whether there might be liability issues, and questioned whether the library is the appropriate space to facilitate legal or social services. It was asked that Pam bring a report on the logistics and scope of this potential partnership to the next board meeting.

It was suggested that a fundraising committee be established, and discussion arose about whether this should take the form of a Friends of the Library or not. It was suggested that this be discussed by the Finance Committee.

d. Financial Report

There were no questions about the September financial statement.

e. Incident Report Summary

There were no incidents to report.

## 7. OTHER BUSINESS

a. Report: Staffing 2015

Pam submitted a report to the board outlining the report Rhonda requested in regards to the 2015 budget requests for increased staffing (casual staff). Discussion arose on how best to present this increase in staff expenses. It was agreed that no report would be submitted, leaving it to Council to address their concerns.

b. Room Rental:

Pam informed the board that the room rental liability insurance matrix has been readjusted based on its complexity. Pam asked the question: what constitutes a partnership? She asked if there should be guidelines for selecting partners, and whether room rental should be charged for partners (no). It was determined that in a partnership, our logo would go on any promotional material, and the library would participate in the programming. The Policy Committee will meet to develop formal criteria for partnerships, without requiring written agreements.

c. Closing of TYPS:

With the recent closing of TYPS the number of teens using the library will increase, and with it, the potential for more incidents. How is the library preparing to deal with this increase of youth? There will be social issues normally addressed by TYPS, that the library may be asked to provide. Pam noted that the staff will be receiving training on managing conflict at next week's staff meeting. It would be worthwhile to speak with Julie from TYPS to discuss library implications.

## 8. MEETING ANNOUNCEMENTS

Next meeting will be held on October 26 at the Almonte Branch at 7pm.

## 10. ADJOURNMENT

**Moved by Wendy Hansen**

**Seconded by Lorraine Albert**

**THAT the meeting be adjourned.**

**CARRIED**

Meeting adjourned at 8:57pm.

Signed:

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Mary Lou Souter, Board Chair

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Jocelyn Preece, Recording Secretary