

MISSISSIPPI MILLS PUBLIC LIBRARY BOARD
Regular Meeting
Wednesday, September 24, 2014
Wendy Hansen's house, 7:00 pm

Attendance:

Present:

Board:

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

Verna Preston
Anne Mason (Vice Chair)
Bernard Cameron

Staff:

Pam Harris (CEO)
Jocelyn Preece (Secretary)

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

1. APPROVAL OF AGENDA

Items added to agenda:

7f Booksale update
7g Report on Ramsey resolution

Moved by Lorraine Albert

Seconded by Betty Mears

THAT the agenda be accepted as amended. CARRIED

2. DISCLOSURE OF PECUNIARY INTEREST

3. APPROVAL OF MINUTES

Moved by Lorraine Albert

Seconded by Betty Mears

THAT the minutes dated June 25, 2014 be approved as presented. CARRIED

Moved by Wendy Hansen

Seconded by Betty Mears

THAT the minutes dated August 20, 2014 be approved as presented.CARRIED

4. BUSINESS ARISING FROM THE MINUTES

- a. Revised Facilities Policy

Moved by Betty Mears

Seconded by Lorraine Albert

THAT the MMPL board approves the revised Facilities Operation Policy and the accompanying procedures, those being the MMPL Meeting Room Rental Agreement and the Regulations and Conditions covering the use of the MMPL meeting rooms. CARRIED

- b. ToR: Finance Committee
Terms of reference have been revised based on feedback from last meeting. A copy has been emailed to all board members. Motion to accept the terms of reference will take place at October's board meeting.

5. CORRESPONDENCE

- a. Ebook Advocacy Campaign
To be discussed under 7D.
- b. FOPL Report
Distributed by email for information.

6. REPORTS

- a. Chair's Report:
 - The Facilities committee and new Finance Committee were kept busy this summer with the needs assessment RFP, terms of reference and draft budget.
 - The needs assessment RFP will be rereleased September 25th after a protest to the timelines.
 - Pam's one year evaluation is underway, questionnaires have been emailed.
 - Minor political activity issue. A sign placed on the lawn in Pakenham was removed, but as it turns out, there is no town policy or library policy excluding libraries from having political signage, so it has been replaced. This should be looked into before future elections.
- b. Committee Reports:
 - i.i. Facilities committee – The space needs assessment was a challenging process, however a prototype is now in place and process is clearer for the future.
 - i.ii. Personnel committee – is now working on Pam's evaluation.
- c. CEO/Chief Librarian Report

Questions and comments included:
 - New ordered breakaway cards were explained. We will not be replacing all cards, just old damaged ones.
- d. Financial Report – August 2014
Questions/concerns included:
 - Book budget looks underspent, but some of it is encumbered.
 - There was a question about the under spent water line in Pakenham. Water expenditures have been going under the general maintenance budget line – this will be fixed.
- e. Incident Report Summary - none

7. OTHER BUSINESS

- a) Draft Budget

- i. Finance committee is faced with Sept 30th deadline for the first budget draft. Board members were asked to review it at home and address Wendy with questions (cc Pam).
- ii. The courier service was clarified: to transport books between branches. Possibilities include a salaried position, hiring a taxi, making an agreement with a business such as Napa, or finding a volunteer courier.
- iii. The word "relief" to be changed to "casual" to describe casual staff.
- iv. Pam is looking for increased programming budget for staff coverage and program supplies. Casual staff would cover circulation so that other staff can spend their time offering programs.
- v. Concern was raised about presenting grants as revenue and including these on the budget. It was suggested that this revenue be presented as appendices to better express that they are not guaranteed revenue. Pam will revise and send back to everyone before the 30th.

Moved by Anne Mason

Seconded by Wendy Hansen

That the draft budget be supported in principle.

CARRIED

- b. Public Library Board
Reminder to all board members to reapply.
- c. Legacy Document
A 2014 Annual Report and a status report would be useful for new and existing board members.
- d. Ebook advocacy campaign
Based on a letter from the Ottawa Public Library board, the MMPL board discussed and agreed to joining their eBook advocacy campaign. Pam will clarify the resolution, and will format a one page letter including this resolution to be sent to the Competition Bureau of Canada, the Canadian Minister of Heritage and the Ontario Minister of Tourism Culture and Sport.

THAT the Mississippi Mills Public Library Board is committed to providing equitable access to information and services regardless of format and that the specialized market for libraries provided by some publishers for the purchase of eBooks and eMagazines restricts the Mississippi Mills Public Library's ability to purchase these materials for our public, which results in an inequity of access to electronic content, significant limitations on the Mississippi Mills Public Library budget and an undermining of the Mississippi Mills Public Library's core mandate.

Be it resolved that the Mississippi Mills Public Library Board requests that the Department of Canadian Heritage and the Ontario Ministry of Tourism, Culture and Sport investigate publishers' restrictive practices in making eBooks, eMagazines and electronic formatted materials available to all public libraries, including the higher prices charged to public libraries so that we may continue to provide equitable access and we request above Staff bring the issues faced by public libraries in obtaining access to

electronic format including eBooks and eMagazines to the attention of the Competition Bureau of Canada.

Moved by Anne Mason

Seconded by Lorraine Albert

That the letter and resolution presented be approved in principle.

CARRIED

- e. Pakenham Board Table / Fire Regulations
Fire regulations have reduced the Pakenham meeting room capacity from 44 to 40, based on the size of the board table.
- f. Book Sale Update.
The book sale will take place November 29 to Dec 2nd. The after sale will remain in the meeting room until the end of that week, unsupervised. Proceeds will go to DVD collection. The registry office in Almonte will be used for storage and sorting. It was decided that books will be priced. There will not be a pre-sale in order to emphasize the community nature rather than business nature of the event. Volunteers will be recruited and the possibility of recruiting high school students or a sports team was discussed.
- g. Ramsey Resolution

Moved by Anne Mason

Seconded by Lorraine Albert

THAT the Mississippi Mills Public Library Board accept the Report: Ramsay Resolution including the recommendation to rescind Resolution 162-00 and that the request to rescind Resolution 162-00 be taken to the Council October 7, 2014 or the next available council agenda.

CARRIED

8. MEETING ANNOUNCEMENTS

Next meeting will be held on October 29, in Pakenham.

10. ADJOURNMENT

Moved by Verna Preston

Seconded by Wendy Hansen

THAT the meeting be adjourned. CARRIED

Meeting adjourned at 9:11 pm.

Signed:

Mary Lou Souter, Board Chair

Jocelyn Preece, Recording Secretary