

**Mississippi Mills Public Library Board
Regular Meeting
Wednesday September 30, 2015
Almonte Branch, 7:00 pm**

Present:

Board: Mary Lou Souter (Chair)
Anne Mason (Vice Chair)
Micheline Boucher
Wendy Hansen
George Seibel
Verna Preston
Wendy Hansen
Betty Mears
Danielle Wojtyniak (arrived at 8:00 p.m.)
Councillor Bernard Cameron

Staff: Pam Harris, CEO/Chief Librarian
Katherine Pillsworth, Recording Secretary

Regrets: Stuart Langstaff

The Chair called the meeting to order at 7:00 p.m.

1. APPROVAL OF AGENDA

**Moved by George Seibel
Seconded by Micheline Boucher**

THAT the agenda be approved as amended.

CARRIED

2. DISCLOSURE OF PECUNIARY INTEREST

None

3. APPROVAL OF MINUTES

**Moved by Bernard Cameron
Seconded by George Seibel**

THAT the minutes dated June 24th, 2015 and August 19th, 2015 be approved as presented.

CARRIED

4. DELEGATIONS/PRESENTATIONS

None

5. BUSINESS ARISING FROM THE MINUTES

a. Remote hosted Board email group:

Members agreed to support a unique e-mail group.

Moved by Wendy Hansen

Seconded by Bernard Cameron

THAT the Board proceed with accessing the services of Host Hero (www.hosthero.com), at a rate of \$142.20 U.S. dollars for a 3 year term.

CARRIED

b. Budget:

- (i) Discussion on IT services expense overrun and possible solutions going forward. This budget line may need to be increased for 2016, however much of the overrun may be attributable to the 2015 networking and security rollout which has been completed. Quotes and/or estimates need to be acquired prior to service being rendered.

Action: Pam will follow up with a purchase of Adobe Acrobat

- (ii) Pam Harris reported on the Library Capital Request document. Discussion centered on capital request priorities to address a town overrun – Sealing of walls and roof insulation (deemed high); replacing meeting room carpet (deemed high); general library carpet (deemed low, as long air quality remains good); concrete slab and door siding (deemed low – possible to slip this to 2017).

Action: Pam Harris will continue obtaining professional opinion on the state of the ceiling and contractors estimates for repairs.

CONSENSUS OF the Board THAT the Library Meeting Room rug be replaced.

OBTAINED

Moved by George Seibel

Seconded by Betty Mears

THAT the Board accept the operational budget as distributed to the board showing a total expenditure increase of 2%.

CARRIED

Moved by Betty Mears

Seconded by Anne Mason

THAT the Board defer acceptance of the capital budget until the ceiling quotes come in.

CARRIED

6. CORRESPONDENCE

- a. Their Excellencies.

RE: Her Excellency, Sharon Johnston's visit September 2, 2015, to discuss her book Matrons and Madams.

Action: Pam Harris to send a hardcopy of photos taken at the event to Government House.

7. OTHER/NEW BUSINESS

- a. Water Leak, Almonte Branch.

The water leak has been resolved and clean-up completed - also covered under 5 b. the budget discussion.

Action: Pam Harris to keep track of the expenses associated with re-establishing the garden removed in order to locate the water leak as part of the general cost.

- b. Visiting Library.

New pamphlet completed. Volunteer and more dedicated staff hours still needed.

- c. Facilities Report.

Specific items included the water leak; the roof insulation; and a vandalism issue involving the book drop. Further to the final issue - burning cigarettes were deposited in the book drop, although no serious damaged incurred the fire chief was informed and preventative options are being considered.

CARRIED

8. REPORTS

- a. Chair's Report

- (i) Thank you to the hiring committee; George Seibel for the book sale; and Micheline Boucher for filling in while Mary Lou Souter and Pam Harris were out of province.
- (ii) OLBA Ontario's provincial committee is looking for a representative from our district to participate in 4 meeting per year.
- (iii) Reminder that Janet Hepburn (author of Flee, Fly, Flown) will be in Almonte for a reading Friday at 2:30.

- b. Committee Reports

- (i) Book Sale Committee – on track for Oct. 17th with advertising posters, signs, Humm article. More French books are needed.

Action: Pam Harris to put information on Facebook as well.

Action: More help is required for take-down.

CONSENSUS OF the Board THAT the money for upfront costs associated with the book sale will be absorbed by the board.

OBTAINED

- (ii) Capital Management Report - Accession Policy.

Moved by Betty Mears

Seconded by Anne Mason

THAT the Capital Management: De-accession Policy be accepted as presented.

CARRIED

- (iii) Outreach Committee Update

Committee members updated everyone on their respective areas. George reported the book sale well in hand – he'll need help with the aftermath; Micheline reported on the volunteer coordinator and the mascot and Danielle updated on the totes and coffee label, coffee mugs .

- c. CEO/Chief Librarian's Report

Thank you and presentation to Betty Mears for her time and effort as a story teller in Pakenham.

- d. Financial Report

July and August are on track.

- e. Incident Summary Report

A group of teenagers had to be banned from the library for the duration of 1 week. They have returned to the library following the ban, no further problems to date.

9. MEETING ANNOUNCEMENTS

Next meeting: October 28th, 2015 - Almonte Branch

10. ADJOURNMENT

Moved by George Seibel

Seconded by Wendy Hansen

THAT the meeting be adjourned.

CARRIED

The meeting adjourned 8:55 p.m.

Signed:

Mary Lou Souter, Board Chair

Katherine Pillsworth, Recording Secretary