

**Mississippi Mills Public Library Board  
MINUTES**

**Regular Meeting  
Wednesday January 20, 2016  
Pakenham Branch, 7:00 pm**

**Present:**

Board: Mary Lou Souter (Chair)  
Anne Mason (Vice Chair)  
Micheline Boucher  
Wendy Hansen  
George Seibel  
Verna Preston  
Wendy Hansen  
Danielle Wojtyniak  
Betty Mears  
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 presented.**

**CARRIED**

**2. DISCLOSURE OF PECUNIARY INTEREST**

None

**3. APPROVAL OF MINUTES**

**Moved by Betty Mears  
Seconded by George Seibel  
THAT the minutes dated December 16<sup>th</sup>, 2015 be approved as amended.**

**CARRIED**

**4. DELEGATIONS/PRESENTATIONS**

None

## **5. BUSINESS ARISING FROM THE MINUTES**

### **a. Format for statistics reporting**

- The committee met last week and worked with the data to provide quarterly comparisons year-over-year.
- Monthly data currently being collected is being used as a source file to populate summaries.
- Input from the committee:
  - Betty expressed concern that the format for comparing the branches may be misleading.
  - Anne is interested in programming information on a quarterly basis broken down by branch and as a total.
- Danielle proposed other ways for presenting the statistics, for example to avoid direct comparisons 3 pages could be created for the summary (one for Almonte, one for Pakenham and a Total).
- Further analysis will be done to finalize the statistics reporting.

### **b. Report on the Almonte Water Burst**

- The work in the Meeting Room is near completion, the final detail work includes replacing the whiteboard and putting trim along the walls.
- The carpet has been replaced by carpet tiles.
- The clean-up costs came in higher than estimated, because the original work was not successful, which required a repeat treatment to pass the clean air test.
- No invoice for the exterior excavation has been presented to the library to date.
- Under the town's insurance policy there is a \$10,000.00 deductible which will be invoiced to the library, the remainder of the recovery cost will be covered by the insurance.

## **6. CORRESPONDENCE**

None

## **7. REPORTS**

### **a. Chair/Facilities/Finance Report**

- Mary Lou reported on the Tri-Municipal Meeting held the previous week, specifically looking at the Howard Allen Agreement which has been in place for the last 20 years.
  - Of interest to the board is the joint funding shared amongst municipalities for recreation, under which the MML is included.
  - It was originally set up as a tax based assessment to determine funding from each of the partners.
  - A motion to re-open the agreement was defeated, which would mean the fund transfer would show on the 2016 budget as per usual (\$2,940.00). It is not yet clear whether this will come out of the library board budget.
- The Pakenham Building Expansion is currently on hold until the Federal Government is ready to send a representative to sign the contribution agreement.
- The Municipality approved a contract to hire a Municipal Health and Safety/Facilities Manager which may improve facilities support for the library.
- On January 26<sup>th</sup> 2016 the Town Council will meet to discuss the final budget, and are hoping to have final approval by February 2<sup>nd</sup> 2016.

### **b. Committee Reports**

- (i) **Outreach Committee** – no official meeting was held, however work was continuing on posters; statistical reporting; mug testing and the contest for library mascot(s).
  - The deadline for submissions to the Mascot(s) contest will be March 4<sup>th</sup> 2016. 3 judges will be employed to determine the winning entries and currently prizes to be awarded are still under review.
  - The mugs acquired as a fund raiser have proven to be defective and are being returned for a full refund. The committee is now looking at handmade/hand stamped mugs instead.
  - The Equator coffee bags will have library labels on them in the next delivery.
  - The tote bags currently being sold vary slightly from the previous version.
  - Mill Street Books looks like the best partner for helping to sell items, particularly the tote bags.
  
- (ii) **Personnel Committee**
  - A CEO performance evaluation feedback form was presented to gather information for the Personnel Committee to use in doing the official appraisal.
  - The form will be due back to Friday January 29<sup>th</sup> 2016 by either email (in PDF format) to the chair or dropped off in a sealed envelope at the Almonte branch.
  - The appraisal is tied to the CEO's 2<sup>nd</sup> year anniversary date (Oct. 2014 to Oct. 2015).
  
- (iii) **Policy Committee** – their meeting is scheduled for the following Friday.
  - Anne would like a copy of the Policy Binder to review.
  
- (iv) **Strategic Committee** – The Long Term Strategic Plan is under way.
  - Key milestones are under discussion.
  - Planning is underway for a library users/non-users survey.
  - The committee is currently planning to deliver the Plan by December of 2016.

### c. CEO/Chief Librarian's Report

- Some additions to the Report – the Almonte Book Club had a very successful Skype session with the Mayor of Gander NFDL; Pam also attending the recreation cost sharing committee (Tri-Municipal Meeting); there are now 4 new chairs in the Almonte Branch purchased through the Elizabeth Kelly Foundation.
- The board agreed that a plaque or some other form of recognition of the foundations contribution for the chairs should be placed in the library. Anne suggested a sign near the chairs with a statement such as “Generously provided by the Elizabeth Kelly Foundation” or “Continued support from the Elizabeth Kelly Foundation”.

## **8. OTHER/NEW BUSINESS**

### **a. Report: Vacation Carry Over Request**

- Pam was not able to take all of her planned vacation due to the demands of onsite supervision during the mould abatement work in the Almonte Meeting Room, and is requesting they be carried over to 2016. The Board was in agreement.
- It was also determined that the Board can create a policy to deal with this type of issue, to avoid having to bring similar issues to a meeting in the future. Referred for future action to the Policy Committee.

### **b. Space for Corporate Sponsorship**

- It might be worth investigating somewhere in the library that could be given over to Corporate sponsorship such as the entrance gallery,

## **9. NEXT MEETING**

February 24<sup>th</sup>, 2016 - Almonte Branch 7pm to 9 pm

## **10. ADJOURNMENT**

**Moved by George Seibel**

**Seconded by Wendy Hansen**

**THAT the meeting be adjourned.**

**CARRIED**

The meeting adjourned 8:45 p.m.

Signed:

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Mary Lou Souter, Board Chair

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Katherine Pillsworth, Recording Secretary