

**Mississippi Mills Public Library Board
Minutes**

**Regular Meeting
Thursday Feb. 25, 2016
Almonte Branch, 7:00 pm**

Present:

Board: Mary Lou Souter (Chair)
Anne Mason (Vice Chair)
Micheline Boucher
Wendy Hansen
Betty Mears
Danielle Wojtyniak
Stuart Langstaff

Regrets: George Seibel.

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

The Chair called the meeting to order at 7:05 p.m.

1) A TOAST TO ABSENT FRIENDS

Toast delivered by Mary Lou Souter in memory of:

Councillor Bernard Cameron (May 26, 1950 – February 11th, 2016)

**May the brae always rise behind you,
And the glen spread wide below you;
May the sun always shine above you
And your friends be ever near you.**

a) Evergreen or a Golden Oak in the Library Community Garden

The board discussed planting a commemorative tree in the Library Community Garden as a living tribute to the life and service of Councillor Bernard Cameron. Anne, Micheline and Danielle will act as a committee to look into the acquisition of an appropriate tree.

2) APPROVAL OF AGENDA

Moved by Anne Mason

Seconded by Stewart Langstaff

THAT the agenda be approved as amended.

CARRIED

3) DISCLOSURE OF PECUNIARY INTEREST

- a. None

4) APPROVAL OF THE MINUTES FROM JANUARY 20TH, 2016

Moved by Micheline Boucher

Seconded by Betty Mears

THAT the minutes dated January 20th, 2016 be approved as amended.

CARRIED

5) DELEGATIONS/PRESENTATIONS

- a) None

6) Business Arising

a. Statistics

- Danielle Wojtyniak thanked the team (Micheline, Mary Lou, Pam) who worked on the statistical summary table.
- Currently the table is being populated with 2016 statistics.
- Discussion on whether the summary should be month-to-month or quarter-to-quarter focused on what would be best for year-over-year comparisons.

Moved by Betty Mears

Seconded by Anne Mason

THAT the Board accept the format as presented for the library usage statistics to be presented on a quarterly basis.

CARRIED

b. The Canada 150 Project

- *Please see the Chair's Report Item 8 a.*

c. Report: Almonte Branch Service Hours Review

- Anne initiated the review in 2015 in response to some patron concerns about opening hours, and would like to see the issue resolved.
- Anne also understood that a letter from a patron pertaining to this issue had been submitted to the library, but the patron had not received a response as yet.
- Pam was not aware of having received any letter but will certainly follow-up.
- As a general recommendation, Pam suggested any changes to branch hours be tabled until the Canada 150 Project and the Strategic Plan have been completed.
- If the board wishes to proceed with changing Almonte's hours sooner than that, Pam recommended going with option 2 as outlined in the report.
- General impacts that would result from changing the current opening hours would be: costs

associated with redoing the pamphlets; some programming considerations, including the Syrian refugee morning program; shorter opening hours for conducting evening programs; and a change in how student hours would be utilized.

Moved by Anne Mason

Seconded by Betty Mears

THAT the review of the Almonte Branch Service hours be incorporated into the strategic planning exercise.

CARRIED

7) CORRESPONDENCE

a. None

8) REPORTS

a. **Chair's Report:**

i) Canada 150 Project for the Expansion of the Mississippi Mills Public Library - Pakenham Branch (Mary Lou Souter reporting) -

- Council passed a motion Feb. 18, 2016 to enter into a contribution agreement with the Federal Economic Development Agency of Southern Ontario to receive the \$264,880.00 funding for the Canada 150 project.
- Council approved the appointment of a Pakenham Library Building Committee Feb. 18, 2016 to oversee awarding the contracts for the various components of the project, including any change orders up to the \$529,760.00 budget.
- The Pakenham Library Building committee is comprised of 6 members.
- Project timelines will be very tight, particularly since the work will have to be substantially completed by June 30th, 2017.
- The request for proposal is already in progress.
- The board may be asked to pass a motion accepting to enter a contract agreement for the Canada 150 grant.
- The terms of the grant do not cover moveable equipment and furniture, which will mean pursuing another grant and/or fundraising.

b) **Committee Reports:**

i. Facilities (Stuart Langstaff reporting) -

- The committee is planning to meet shortly – on the agenda is a building needs assessment.
- The Almonte water heater has been replaced with a rental water heater.
- Flood damage costs were more than \$10,000.00.

- An insurance claim was submitted but the mould abatement will not be covered.
- Costs covered by insurance will have to come out of the budget, the amount to be determined after publication of the Town's year-end statement.

ii. Finance (no report)

iii. Outreach (Micheline Boucher reporting)

- The committee met on February 12th.
- A commemorative tree for the evergreen garden was proposed.
- The need for new plants in the Almonte branch was also raised.
- They reviewed the proposal to publically acknowledge the ongoing contributions of the Elizabeth Kelly foundation, and are currently considering a permanent wall plaque.
- A fundraiser for the Elizabeth Kelly plaque/presentation might be necessary to cover associated costs.
- Mill Street Books has agreed to sell the library tote bags in the spring on a 3 month trial basis to help with fundraising.
- Peches & Poivre is willing to have a kiosk selling library coffee running during their events to help raise funds.
- The committee is considering a Mother's Day tote bag decorating workshop.
- The 2016 Book Sale is scheduled for October 22nd.
- The Mascot project is going well: submissions are due April 4th; judging will be done between April 11th and 14th; the winners will be announced April 15th; a plaque and gift certificate will be given to the winners; Bernard Cameron's name will be added to the plaque.

iv. Policy (Betty Mears reporting)

- The committee met and prepared 5 policy documents for the board to review.
- Upon review, the committee presented the following motions to approve:

Moved by Betty Mears

Seconded by Anne Mason

THAT the Board accept the Technology and Connectivity Policy, OP-15 as revised and amended.

CARRIED

Moved by Betty Mears

Seconded by Wendy Hansen

THAT the Board accept the Interlibrary Loan Service Policy Statement as revised and include it under Circulation, Policy No: OP-03 and be numbered OP-03.1.

CARRIED

Moved by Betty Mears

Seconded by Anne Mason

THAT the Board accept the Local History and Culture Policy Statement as revised and include it under Collections, Policy No: OP-04 and be numbered OP-04.1.

CARRIED

Moved by Betty Mears

Seconded by Mary Lou Souter

THAT the Board accept the Reference Policy Statement and include it under Collections, Policy No: OP-04 and be numbered OP-04.2.

CARRIED

Moved by Betty Mears

Seconded by Anne Mason

THAT the Board accept the Records Management Library Board Documents, Policy No: OP-08 as revised.

CARRIED

v. Personnel:

Moved by Micheline Boucher

Seconded by Anne Mason

That the Mississippi Mills Public Library Board meeting move to “in camera” at 8:04 p.m. to address a topic pertaining to personal matters about an identifiable individual, including municipal; or local board employees;

And furthermore that the CEO remain in the room.

CARRIED

Moved by Anne Mason

Seconded by Danielle Wojtyniak

THAT the Mississippi Mills Public Library Board returns to regular session at 8:14 p.m.

CARRIED

Rise and Report

Moved by Danielle Wojtyniak

Seconded by Micheline Boucher

That the Mississippi Mills Public Library Board approves the recommendation to hire employee number 0709 at Step 2 of Band 181-220.

CARRIED

Moved by Betty Mears

Seconded by Danielle Wojtyniak

THAT the Mississippi Mills Public Library Board approves the recommendation to move employee number 0670 to Step 4 of Band 601-650.

CARRIED

vi. Strategic Planning: WH update (Wendy Hansen reporting)

- The committee has developed a work plan for creating and working with the 10 year Strategic Plan: defining the scope and goals March/April; knowledge building (including workshops and database development); draft document starting in July; final draft November; dissemination of the plan.
- The committee has \$2,500.00 in funding from the Elizabeth Kelly Library Foundation Inc. together with our capital request of \$2,500.00 towards the cost of data gathering, a community survey/round table and plan dissemination.
- Final outcomes would include: the plan; a bibliographic database of relevant information to be made accessible in the library; a community survey; and furthering relationships with the Elizabeth Kelly Library Foundation Inc. and the Municipality.

c) CEO/Chief Librarian Report – Items arising from the Report:

- Discussion on support available for the Syrian refugees.
- Some confusion may exist concerning available child care for Syrian parents bringing their child with them to learning sessions - Pam will ensure that it is clear that the library will not be providing child care.

d) OLA Report (Micheline Boucher reporting):

- Pam Harris, Monica Blackburn and Micheline Boucher attended the Conference.
- Micheline and Pam participated in the Board Member “Boot Camp” on the PLA Municipal Act and Board Assessments.
- Included in the Board Member presentations were a number of best practice ideas including information on CEO reviews and feedback; the use of a Consent Agenda in meetings; the value of having business cards for Board representatives.

e) Financial – No Report

9) OTHER/NEW BUSINESS

a) DVD Acquisitions

- Anne raised a question about DVD acquisitions for the Pakenham Branch and expressed interest in donating some of her own DVD's to the collection.

b) Market Vendor Request

- One of the vendors from the Almonte Market has requested permission to use an outdoor library outlet to provide power for their coffee machine(s).
- The vendor is willing to sell the library fundraiser coffee bags.
- Wendy requested information on how and where the cords to power the machine(s)

would be installed and what safety provisions would be put in place.

- The board determined more information was required for review.
- A motion to deal with the request will be added to the March agenda pending review of the information.

c) Provincial Funding/Grant Sources

- Wendy was interested in finding out what provincial grant resources are available.
- Pam outlined some of the annual sources currently being utilized, i.e. pay equity and technology based capacity funding.

10) NEXT MEETING: March 30, 2016, Almonte Branch, 7:00 to 9:00 pm

11) ADJOURNMENT

Moved by Anne Mason

Seconded Betty Mears

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 9:00 p.m.

Signed:

Mary Lou Souter, Board Chair

Katherine Pillsworth, Recording Secretary