

**Mississippi Mills Public Library Board  
Minutes**

**Regular Meeting  
Wednesday March 30, 2016  
Almonte Branch, 7:00 pm**

**Present:**

Board: Anne Mason (Deputy Chair/Acting Chair)  
Micheline Boucher  
Wendy Hansen  
Betty Mears  
Stuart Langstaff  
George Seibel  
Councillor Val Wilkinson

**Regrets:** Mary Lou Souter, Danielle Wojtyniak

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

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

**1) WELCOME TO COUNCILLOR VAL WILKINSON**

Anne Mason extended a welcome to Councillor Wilkinson the acting town appointee to the Library Board, until such time as the town council vacancy is filled.

**2) APPROVAL OF AGENDA**

**Moved by Stewart Langstaff  
Seconded by Betty Mears  
THAT the agenda be approved as amended.**

**CARRIED**

**3) DISCLOSURE OF PECUNIARY INTEREST**

a. None

**4) APPROVAL OF THE MINUTES FROM FEBRUARY 25TH, 2016 AS AMENDED**

**Moved by Betty Mears  
Seconded by Micheline Boucher  
THAT the minutes dated February 25th, 2016 be approved as amended.**

**CARRIED**

**5) DELEGATIONS/PRESENTATIONS**

a) None

## 6) BUSINESS ARISING

### a. Market Vendor Report

- Report provided by Pam Harris.
- There is currently no Policy to deal with this specific issue.
- Discussion highlighted concerns regarding where the electrical cords would run; potential insurance issues; setting a precedent for utility use without a policy in place.
- Pam did have a discussion with town CAO Diane Smithson ; Jody Metcalfe of Ottawa River Power Co. and Celt Fest organizers re: secondary use of hydro and potential safety issues.
- Val Wilkinson advised the board to check the details of the town's contract with the market before entering into an agreement with the Farmer's Market.
- The board determined that the report is a recommendation to go forward pending further investigation of any potential legal implications posed by security issues and any relevant information on what is currently covered in the town contract.
- **ACTION ITEM:** Pam will check with the town re: what is covered in their contract with the Farmer's Market/Market Administration.
- **THE BOARD RECOMMENDED THAT** *this specific issue, as well as the general policy issue being sent to the Policy Committee, be deferred until information on the town market contract and the Market Administration input has been presented to the board.*

## 7) CORRESPONDENCE

- a) A Letter of Appreciation was presented to library re: Ketsia Snider's outstanding service as Technical Tutor over the course of her contract.

## 8) REPORTS

### a) Chair's Report:

No Chair or Deputy Chair Report.

### b) Committee Reports:

#### i. Facilities (Stuart Langstaff reporting) -

- The Canada 150 Committee met last Wednesday, at which time +VG Architects were selected to go forward with developing the design and overseeing the contract for the Pakenham branch expansion/renovation project.
- 6 proposals were received; reviewed and scored blindly using a formula based on experience, quality of approach; work plan and understanding of the objective. Then the cost assessments/fee structure was considered. +VG Architects scored highest in basic assessment and lowest in cost.
- The award of the professional contract to be reviewed/approved at the next meeting of Municipality of Mississippi Mills Committee of the Whole April 5<sup>th</sup>, 2016.

- The current outlook is to have the project completed by April of 2017 – the design by June; July out to tender; start construction in September; complete close-in for April.

**Moved by Stuart Langstaff**

**Seconded by Betty Mears**

**THAT** the Board support the recommendation to award the Request for Proposal for the Pakenham Branch Library Expansion/Renovation to +VG Architects in the amount of \$46,000.00 (plus HST).

**CARRIED**

**ii. Outreach (Micheline Boucher reporting) -**

- The committee met on March 11th.
- A volunteer was requested to help with Puppet Up! August 7<sup>th</sup>, 2016 - Anne Mason volunteered.
- Fundraising for new plants in the libraries deferred until the Pakenham branch renovation project has been completed.
- The Living Memorial Tree project is underway. Currently the committee is waiting to find out what type of tree the Cameron family would prefer. Michael Dunn, who is fielding all such requests for the family, will be contacted. Once selected, George will bring the tree from the nursery to the garden. The plan is do the planting for the end of April/early May.
- The Spring Coffee Sale is currently underway – coffee has been reduced to \$10.00/bag.
- The committee has determined that they will move to more non-perishable items for future sales – currently looking at T-shirts; sweatshirts; more tote bags.
- Mill St. Books will sell the library tote bags on a trial basis in April.
- A Paddle Auction is currently being planned pending the receipt of donated paddles. They will then be decorated by local artists and put up for the auction as a fundraiser.
- The Elizabeth Kelly Foundation recognition event is scheduled for Friday May 6<sup>th</sup>, 2016 at 6:30 pm. Invitees to be included: foundation members (past and current); the mayor; board members; and staff. The committee still has to determine event specifics.
- The wall plaque to be presented at the EKF recognition event will read:
 

*The Elizabeth Kelly Library Foundation Inc.*  
*“Over the years your contributions have touched the lives of many.”*
- Funds for the Elizabeth Kelly plaque/presentation will come from the special book sale.
- The committee is planning a Mother’s Day tote bag colouring workshop for Saturday April 30<sup>th</sup>, 2015. A colouring for adults project is also a possibility.
- Pam has created a template for tracking where money is being raised (Almonte/Pakenham) for various fundraising efforts.
- The Mascot project submissions are due April 4<sup>th</sup> – by the next board meeting the process should be complete.

### iii. Strategic Planning -

- Update deferred to April.

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

- Further elaboration was provided re: the glass cabinets installed at the 2 branches. These are display cabinets provided and installed by the town to provide a venue for rotating displays to be developed by the 4 local museums – the museums will be responsible for the cabinet contents.
- Anne was wondering if more statistics could be included in the report – those will be provided in the statistical summary.

### d) Financial Report – YTD February (Pam Harris reporting):

- Building operations for the Almonte Branch are high due to flood costs.
- **ACTION ITEM:** Pam will check the building operations statistics re: a \$4,000.00 item which does not seem valid.

### e) Incident Report (Pam Harris reporting):

- Almonte experienced 3 incidents in February/March, all associated with teens causing a disturbance.
- George Seibel suggested installing motion lights at the library entrance - to help make that area less appealing for the teens to hang out.
- Other suggestions from the members included: installing surveillance cameras; more permanent lights rather than motion lights; requesting the police increase random patrols, particularly on holidays.

## 9) OTHER/NEW BUSINESS

### a) Trustee Meeting

- Anne announced on behalf of Mary Lou Souter, that everyone is welcome to attend the Trustee Meeting scheduled for Saturday April 16<sup>th</sup> from 10:00 am to 1:00 pm in Smith Falls.

### b) Lanark IT Service Calls

- Anne requested information on 2016 expenditures for IT service calls.
- Pam determined that from 22 service calls the cost-to-date was \$1,087.00 (which includes time and travel charges) – usage information is not easy to determine from Lanark IT, just a final bill.
- Pam is looking at having a local contractor to install software purchased with Tech money on the public computers at both branches to help reduce costs. She has found

an individual who charges \$60.00/hour but no additional travel expenses, and will check with BWD in Carleton Place as well - as per Anne's suggestion.

- Lanark IT provides the server platform not only for the library but for the town and monitors security, so the secure employee computers and circulation system computers will continue to be serviced by them.

**c) Foundation Request**

- The Elizabeth Kelly foundation supports the library literacy program, and they have requested that the program be renamed the Elizabeth Kelly Library Foundation Summer Literacy Program.

**d) The Town Volunteer Appreciation Night**

- Val Wilkinson inquired whether or not information about the Wednesday April 13<sup>th</sup> Volunteer Night (5pm -7pm at the Almonte Civitan Club) had been distributed to library volunteers – the posters/invitations have been posted and sent out.

**10) NEXT MEETING: April 27th, 2016, Pakenham Branch, 7:00 to 9:00 pm**

**11) ADJOURNMENT**

**Moved by George Seibel  
Seconded Micheline Boucher  
THAT the meeting be adjourned.**

**CARRIED**

The meeting adjourned at 8:55 p.m.

Signed:

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Anne Mason, Acting Board Chair

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Katherine Pillsworth, Recording Secretary