

**Mississippi Mills Public Library Board  
Minutes**

**Regular Meeting  
Thursday April 27, 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  
George Seibel  
Val Wilkinson

**Regrets:** None

Staff: Pam Harris, CEO/Chief Librarian; Recording Secretary

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

**1) APPROVAL OF AGENDA**

**Moved by** George Seibel  
**Seconded by** Anne Mason  
**THAT** the agenda be approved.

**CARRIED**

**2) DISCLOSURE OF PECUNIARY INTEREST**

a. None

**3) APPROVAL OF THE MINUTES FROM MARCH 30, 2016**

**Moved by** Val Wilkinson  
**Seconded by** Micheline Boucher  
**THAT** the minutes dated March 30, 2016 be approved as amended.

**CARRIED**

**4) DELEGATIONS/PRESENTATIONS**

a) None

## 5) Business Arising

### a. Market Vendor Report

- The report was received for information

**Moved by** Val Wilkinson

**Seconded by** Betty Mears

**THAT** the Board accept the report for information.

**CARRIED**

## 6) OTHER/NEW

a. None

## 7) Correspondence

a) None

## 8) Reports:

### a. Chair's Report:

- Mary Lou opened with thank you's:
  - To Outreach for the EKLFInc event
  - To Val for filling in
  - To Monica and students for the shifting of the children's collection in the Almonte Branch
- Mary Lou attended the Trustee Council meeting. Peggy Malcolm is now the Eastern Ontario Regional rep.; topics included a review of the accreditation process, library strategic planning, friends of the library and some fundraising ideas (purse sale, read to reel, wine tasting, painter's night)

### a) Committee Reports:

#### i. Strategic Planning (Wendy Hansen reporting) -

- Wendy distributed copies of the strat. Plan outline and calendar. Mary Lou will look after an internal workshop while Wendy will look after the external – community wkshp. Including a survey. Wendy will re-open dialogue with the EKLFInc to build our relationship and partner on a survey or workshop.

#### ii. Policy (Betty Mears reporting)

- The committee met and reviewed several policies. Thanks to Wendy for all her hard work in re-vamping the IT Acceptable Use policy

- The procurement of goods and services policy was deferred to another meeting.
- The following motions were presented for approval:

**Moved by** Betty Mears

**Seconded by** Danielle Wojtyniak

**THAT** the Board add “and reviewed annually” to OP-17.

**CARRIED**

**Moved by** Betty Mears

**Seconded by** Danielle Wojtyniak

**THAT** the Board accept HR-01 as amended.

**CARRIED**

**Moved by** Betty Mears

**Seconded by** George Seibel

**THAT** the Board accept the Information Technology: Acceptable Use policy HR-05.

**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** George Seibel

**Seconded by** Wendy Hansen

**THAT** the Board accepts Facilities Operations Policy OP-07 as amended to include “for commercial purposes” to clause #10.

**CARRIED**

**Moved by** George Seibel

**Seconded by** Wendy Hansen

**THAT** the Board accepts Facilities Operations Policy OP-07 as amended to include “for commercial purposes” to clause #10.

**CARRIED**

**iii. Facilities: Canada 150 (Mary Lou Souter reporting)**

- The Canada 150 Committee met with the architect. The concept drawings will be presented to Council and the Board at a Committee of the Whole meeting, June 7, 2016. The Board is invited and encouraged to attend.
- The project is moved ahead in the timelines by 2 weeks.
- The Committee is looking at temporary library/services possibilities. It's expected the branch will be closed for 6 to 8 mos for the work to be completed.
- The grant does not fund moveable equipment and furniture so when the time comes we will have to apply for a Trillium grant together with fundraising efforts

**iv. Outreach (Micheline Boucher reporting)**

- The committee met on April 15'16
- The living memorial tree for Bernard is going to be a variety of Crab Apple known as "Thunder Child" which produces a lovely red/pink blossom. Anne reviewed a tree planting protocol including guy wires, fill and ingredients
- For the mascot project, grades 1 and 5 submitted ideas for the side kick; we didn't receive anything from the high school for the mascot. The plan is to reward the children who participated. Another option was to open the mascot to the public or to make the mascot from the side kick ideas or to go with a squirrel which would fit with the current logo of oak leaf and acorn.
- The coffee sale was wrapped up - it was not successful.
- The paddle project will still go ahead
- The tote workshop was cancelled
- Danielle will look after creating business cards for board members
- For the EKLFInc even, 43 invitations were sent with about 30 people expected to attend.
- The Book sale will go ahead, booked for Oct. 22, 2016, with details to follow.

**v. Personnel:**

**Moved by** Anne Mason

**Seconded by** Betty Mears

**That** the Mississippi Mills Public Library Board meeting move to "in camera" at 8:31 p.m. to address a topic pertaining to personnel matters about an identifiable individual, including municipal; or local board employees;

And furthermore that the CEO remain in the room.

**CARRIED**

**Moved by** George Seibel

**Seconded by** Betty Mears

**THAT** the Mississippi Mills Public Library Board returns to regular session at 8:36 p.m.

**CARRIED**

**Rise and Report**

**Moved by** George Seibel

**Seconded by** Val Wilkinson

**That** the Mississippi Mills Public Library Board accept to move Employee #0706 to permanent part time status.

**CARRIED**

**vi. Finance: No Report**

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

- **ACTION:** Pam to confirm the community facilitator for the Death Café
- **ACTION:** Pam to indicate current number of patrons using the Visiting Library Service
- Some discussion regarding the statistics report template, specifically when it would be ready

**c) Financial**

- Discussion around formatting problem in converting the pdf to excel. Agreement to send the YTD statements in the PDF format we receive them from the Municipality

**9) NEXT MEETING: May 25, 2016, Almonte Branch, 7:00 to 9:00 pm**

**10) ADJOURNMENT**

**Moved by** Betty Mears

**Seconded** Wendy Hansen

**THAT** the meeting be adjourned.

**CARRIED**

The meeting adjourned at 9:00 p.m.

Signed:

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Mary Lou Souter, Board Chair

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Katherine Pillsworth, Recording Secretary