

**Mississippi Mills Public Library Board
MINUTES**

**Regular Meeting
Wednesday December 16, 2015
Almonte Branch, 7:00 pm**

Present:

Board: Mary Lou Souter (Chair)
Anne Mason (Vice Chair)
Micheline Boucher
Wendy Hansen
George Seibel
Betty Mears
Danielle Wojtyniak (arrived 7:35)
Stuart Langstaff
Councillor Bernard Cameron

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

The Chair called the meeting to order at 7:10 p.m.

1. APPROVAL OF AGENDA

**Moved by George Seibel
Seconded by Betty Mears
THAT the agenda be approved.**

CARRIED

2. DISCLOSURE OF PECUNIARY INTEREST

None

3. APPROVAL OF MINUTES

**Moved by George Seibel
Seconded by Bernard Cameron
THAT the minutes of the Regular Meeting dated November 25th, 2015 be approved as modified.**

CARRIED

4. DELEGATIONS/PRESENTATIONS

None

5. REPORTS

a. Chair's Report:

- An investigation into the services of Host Hero to support a MMLB e-mail group, and possible accountability issues, was conducted by Mary Lou. There appears to be no issue under the Municipal Service Board, or under the Municipal Libraries Act re: the use of public funds, as long as no e-mail correspondence is used to seek consensus or to conduct a vote. This also means no any e-mail correspondence should point to any agreement or decision.
- Library Boards have the same responsibility as municipal boards to conduct open meetings which are both transparent and accountable; however "blue sky" idea sharing, training sessions and workshops can be exceptions.

- Discussion:

- Bernard advised the board as a point of interest that the Sunshine Law Handbook (updated January 27th, 2015) is available for download.
- Anne inquired about what the Town e-mail contact list was used for.

b. Committee Reports:

(i) Outreach Committee

- The promotional tote bags and coffee mugs are now in.
- The committee is currently looking into having other retailers carry the promotional products as well (e.g. Baker Bob's, Mill Street Books, Donut Shop, Textile Museum Gift Shop, Mill of Kintail Museum, North Lanark Museum).

Action: Pam will check to see if they can be sold at the Town Office as well.

- Fundraising activities will be included in the Newsletter.
- Danielle is working on the book sale results poster.
- George is working on the library mascot contest – considering a junior and senior contest for a mascot and "sidekick". Currently planning to reveal the mascot (a player in costume or a puppet) at the Puppets Up! Festival (August 2016).
- The committee is interested in creating a list of volunteer names, splitting the list between operational and program volunteers.

(ii) Facilities Committee

- Quotes ranging from \$2,800.00 to \$4,900.00 have been received for work on flood damage at the Almonte Branch.
- Carpet removal is part of the re-installment quote.
- Options for carpet replacement currently under consideration include various carpet tiles which provide the option of small area damage replacement for future issues.
- Once a solution has been determined Pam can go ahead and place an order without requiring a board motion if the sum is under \$2,500.00 (under the Procurement Policy).

(iii) Finance Committee

- Nothing to report until the Municipality is finished with the budget.

(iv) Strategic Committee

- Planning to meet in January.

- (v) Personnel Committee
 - Mary Lou will begin Pam's Performance Review in January.
 - Pam has agreed to a 360 Review which would include input from the town and staff as well as from the board. A questionnaire will be sent out in hardcopy to be filled out, sealed and left at the Almonte or Pakenham branches. The format is standard, a 5 page document outlining a development plan; looking at aims; strategies for achieving goals and will include both point form and anecdotal options.
 - Staff reviews are done annually – the last ones were done in February/March of 2015.
- (vi) Policy Committee
 - Will be meeting again in January, before the next board meeting.

c. CEO/Chief Librarians Report:

- A written report was provided as part of the agenda package.
- No issues arose from the report.

d. Financial Report – November'15 YTD:

- The book collection line will have periodicals applied to it as of December 3rd, outstanding charges for books (including ebooks and books on cd) have yet to be applied for final year end results.
- The DVD line will be overspent or have book sale money applied to it.
- The computer line will have a credit applied, once a double charge arising from a clerical error has been fixed. A credit will be coming from Lanark IT.

6. BUSINESS ARISING FROM THE MINUTES

- a. The Host Hero Website (see Chair's Report 5(a)).
- b. Statistics Report for the Board:
 - Financial statistics come from the town, which restricts the available format for reporting.
 - Danielle and Micheline are willing to set-up an Excel "dash board" for statistics which will pull from the larger spreadsheets to summarize relevant stats.
 - The library "Circulation Statistics" would provide the backbone for the summary stats.
 - Anne suggested doing this quarterly rather than monthly.
 - The Out Reach Committee will meet to put together the details of which statistics should be included.

7. CORRESPONDENCE

None

8. OTHER/NEW BUSINESS

- a. Syrian Refugee Support:
 - The Library is putting together a package in conjunction with local community committees to help provide information/direction for incoming refugees.

9. MEETING ANNOUNCEMENTS

Meetings in 2016 will continue to be on the last Wednesday of the month.

Next meeting: January 20th, 2016 - Pakenham Branch

10. ADJOURNMENT

**Moved by George Seibel
Seconded by Betty Mears
THAT the meeting be adjourned.**

CARRIED

The meeting adjourned 9:00 p.m.

Signed:

Mary Lou Souter, Board Chair

Katherine Pillsworth, Recording Secretary