

A meeting of the **Mississippi Mills Public Library Board** was held on **Wednesday, November 27, 2013 in Almonte**

PRESENT:

Board: Mary-Lou Souter – Board Chair

Anne Mason

Lorraine Albert

Verna Preston

Bernard Cameron – Council Rep

Wendy Hansen

Betty Mears

Stuart Langstaff

John Broughton

Staff: Pamela Harris- CEO Mississippi Mills Public Library

The Library Board meeting commenced at 7:02pm.

1. **DISCLOSURE OF CONFLICTS OF INTEREST** – None.

2. **APPROVAL OF AGENDA** –

An amended agenda per Pam’s e-mail of Nov 24 was distributed

Moved by Verna Preston

Seconded by Hansen

THAT the agenda be approved as amended.

CARRIED

3. **APPROVAL OF MINUTES FROM THE SEPTEMBER 25, 2013 MEETING**

Moved by Lorraine

Seconded by Betty

THAT the minutes be approved as written.

CARRIED

4. **BUSINESS ARISING FROM THE MINUTES**

a. Board will have a link on the town web site that will allow external parties to send e-mail to the board. Distribution to the board will be automatic. Mary Lou will answer on behalf of the board. **Action** everyone confirm to Pam that you are OK with use of your e-mail addresses for this purpose

b. A staff member will be recognized at the Dec 14th Christmas party for 20 years service. **Action** Pam approach Township about similar recognition for second staff member with 23 years service (Town only provides award on 5 year intervals). If the above is not possible then the Board will do a separate recognition for both parties

c. Mary Lou asked if any of the board members had plans to leave before the 2014 elections – no. Discussion about process for reappointing board and internal policy re term limits. We have none

5. **CORRESPONDENCE**- See CEO's correspondence report e-mailed Nov 24
 - a. Letter of commendation received for Margo. Original will be given to her and copy kept on file
6. **Reports**
 - a. Chair's report – (see attached document, “MMPLB Chair’s Report, November 27, 2013”) Discussed the output from SOLS meeting. New patron initiated interlibrary loan process is cutting staff engagement time by ½; OLB members entitled to 50% discount on superconference registration. **Action** Mary Lou to talk to Verna about possible attendance; and Mary Lou has offered Almonte as the spring meeting on April 26.
In addition the Board expressed its thanks to Anne and Lorraine in particular for their efforts on the book sale. Estimate is that including Library Donations the sale netted in the region of \$1500. Members of the public asked about next year’s book sale. The feeling was that we need to recruit some friends of the library to help with the process and also consider a larger venue. We will also need to find another place to store books in the run up to the sale.
 - b. Committee reports –
Policy Committee – Circulation and Patron Service Policies need to be combined
Facilities – We have closure on the Trillium grant, excess will be used to pay overrun on Pakenham washroom modifications. Stuart raised concerns re the tile finishing in location where wall was moved, pretty ugly. **Action** Pam to follow up with the contractor and see if he can do something more esthetically pleasing. General question was raised about the financial responsibility for building repairs, Mary Lou will raise with the Township next week. For example there is a thermostat move required to better align heat zones. Who pays?
 - c. Librarian's report – no questions
 - d. Financial report- Pam is working with Hydro One to fix what is obviously an overcharge resulting from the meter swap out at Pakenham
7. **NEW BUSINESS**
 - b. Strategic Planning discussion deferred to December or January.
 - c. Post Pakenham replacement position as Pakenham Branch Library Services Supervisor. Establish similar title for role in Almonte.. Looking at increasing hr per week for the role back up to 22. OH&S training. Pam to confirm whether or not it is required for volunteers.
 - d. As above
 - e. Discussion of incident template raised issue of liability if a staff member opens the library out of hours.
Balance of new business deferred to next meeting.
8. **NEXT MEETING: December 11, 2013 at Anne Mason’s house** at 7:00PM
9. **ADJOURNMENT**

Moved by Anne Mason

**Seconded by Betty Mears
THAT the meeting be adjourned.**

CARRIED.

The meeting adjourned at 9:30PM.

John Broughton, Recording Secretary pro tem

Hand-outs:

1. Agenda – email

Librarian's Report to the Board – handout

Financial Report- handout

MISSISSIPPI MILLS LIBRARY BOARD

November 27, 2013

FOLLOW-UP ACTION LIST

#	DATE	ACTIVITY	ACTION BY	ACTION	FINISH DATE
1	October 23	Almonte gallery repairs	Mary Lou Souter	See to letter sent by Barb and Anne of the Almonte Artists Association	
2	October 23	Meriah Caswell's letter of resignation	Pam Harris	Send to Town	Nov.'13
3	October 23	Lock changes	Pam Harris	Ask the Town about Funding	Not required, we can change the codes; see report on alarms/panic buttons Dec. 11'13
4	October 23	Pam Harris as signatory to Library Bank Account	Mary Lou Souter	Send letter removing Peter Nelson as signatory and adding Pam Harris	done
5	October 23	Skateboard Park	Library Board	Send letter of support	
6	October 23	Board email address	Pam Harris	Set up account and post to website	mmplboard@mississippimills.ca

	November 27	Recognition for staff member with 23 years service	Pam Harris	Approach town about 20 year recognition	Done, not possible; move to back up plan?
	November 27	OLA Superconference	Mary Lou	Talk to Verna about possible attendance	
	November 27	Ugly tilework in Pakenham renovations	Pam Harris	Follow up with the contractor and see if he can do something more esthetically pleasing	Done