

A meeting of the **Mississippi Mills Public Library Board** was held on **Wednesday, October 23, 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

Staff: Pamela Harris- CEO Mississippi Mills Public Library

Meriah Caswell- Pakenham Branch Head, Recording Secretary

Absent, with regrets: John Broughton

The Library Board meeting commenced at 7:02pm.

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

2. **APPROVAL OF AGENDA** –

Add letter re: skateboarding

Question of what to do with DVD donations

Repairs for art gallery in Almonte hallway

Moved by Stuart Langstaff

Seconded by Lorraine Albert

THAT the agenda be approved as amended.

CARRIED

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

-Amend typo in “Present” section to read “Verna Preston”.

-Change section 4 to read “Bernard Cameron was assured by Mary Lou Souter that the Library had the funds to cover the pay increase.”

Moved by Betty

Seconded by Anne

THAT the minutes be approved as amended.

CARRIED

4. **BUSINESS ARISING FROM THE MINUTES**

a. Request for reconsideration, update- Library Board recommendation was not approved by Council. This issue will be discussed more thoroughly in section 6a. Chair’s Report.

b. Foundation checklist update- Was completed to the satisfaction of the Foundation before Peter Nelson retired.

c. Booksale Update

Storage arrangements fell through- books for the sale are now being held elsewhere

Problems with where to hold the sale were solved.

Betty Mears will be arranging a children's corner of children's books.

5. **CORRESPONDENCE**- none. Mary Lou Souter requested that Pam Harris bring to the Board's attention any correspondence that the Board might find useful. Verna Preston mentioned that it would be a good idea for the Board to have an email address, to be posted to the library website. Pam Harris will set this up. Pam Harris suggested the idea of setting up a "Drop Box" for Board documents, minutes, policies, etc.

6. **Reports**

a. Chair's report – (see attached document, "MMPLB Chair's Report, October 23, 2013")

b. Committee reports –

Policy Committee – discussed an update on the committee's position on accessibility planning. They discussed the need for more accessible collections. More consultation needs to be done with the Town and CEO before policies are created.

Revised some wording of the Circulation policies and procedures. Wendy Hansen will be calling other Lanark County libraries regarding their policies and procedures. An updated Circulation Policy is hoped for next meeting. The creation of a Social Media policy is to be looked at as well. Facilities Committee- In September the committee met with Pam to sort out Almonte offices. Pam has moved into Monica's old (unused) office, had it painted, and staff now uses Peter's old office as a staff room.

c. Librarian's report – Pam Harris formally acknowledged her gratitude to Anne Mason and Mary Lou Souter for their support since her the beginning of her employment. She also announced that Pakenham Branch Head Meriah Caswell has tendered her resignation. Mary Lou asked that Meriah Caswell's resignation be sent to the Town.

-Pam Harris presented her Librarian's report.

-Pam Harris requested that Monica Blackburn and Margo Haygoodings be formally recognized for their years of service.

-The Elizabeth Kelly Foundation has requested that patron survey information collected by the Board a number of years ago be sent to them. The Library would like to do their own survey- Verna Preston suggested that the Foundation might contribute funds towards it, and Wendy Hansen suggested the Foundation might have an interest in being involved in the survey steering committee. Mary Lou Souter noted that their input should be integrated into the next strategic plan. Mary Lou suggested that in January, the Foundation be invited to present a plan on their vision. Verna Preston suggested that the Board have an informal future planning session on where they see the library going in the future. Mary Lou suggested this be done in January, and the Foundation be invited for February.

-Anne Mason proposed that the Library send a letter of support for a skateboard park.

Motion by Anne Mason

Seconded by Bernard Cameron

THAT the Board send a letter of support to the Almonte Skate Park committee in support of their fund raising endeavors for the skateboard park in Gemmel park. CARRIED.

d. Financial report- Pam Harris presented her financial report. She requested that the Board provide direction on the format they would prefer for the Financial report. Landscape format and larger font were requested.

The Board would like to acknowledge the enormous assistance of Monica Blackburn in the weeks leading up to Peter's retirement in preparing the library for Pam's arrival.

7. **NEW BUSINESS**

- a. Netbooks for wireless Internet patrons- Verna Preston displayed the Google Chrome netbook, which only accesses wireless internet.
- b. Secretary/Treasurer; bank account signatures. Pam noted that she needs to be formally noted as the secretary/Treasurer to the Board, and that she needs to be set up with the Bank. Mary Lou noted that a letter, on Library letterhead, be sent to the Bank noting that Peter Nelson is to be removed as a signatory and that Pam Harris be added as a signatory.

Moved by Betty Mears

Seconded by Anne Mason

THAT in the interim, Pam Harris be appointed to the Secretary/Treasurer to the Board.

CARRIED.

Return of keys (Peter) – Mary Lou Souter noted that she will invite Peter Nelson out for lunch on his last day of work and request the keys. The question of replacing locks and keys was raised, and the question of who would pay for the replacement was raised. Pam Harris will ask the Town about this.

d. Elizabeth Kelly Library Foundation Inc. (covered above)

e. Succession planning/recruitment for 2014 (upcoming Municipal election) – deferred to next meeting.

f. Recognition event for EKLF Inc, Trillium, meet and greet new librarian, November 24, 2-4pm? Council, EKLF, press, Pakenham volunteers, and Textile Museum representatives will be invited. Support of Textile Museum, Pakenham volunteers and EKLF museum on their support in various projects will be recognized. A plaque recognizing the EKLF's DVD donations to the library to be presented. Mary Lou requested assistance from Board members in planning the event.

g. Update on Budget presentation to Council- Pam noted that it is likely that the library will receive \$10000 of the \$30000 requested, as well as \$15000 for equipment replacement. Pam feels that while the library will not be receiving the full amount of requested funds, the experience itself was positive. Bernard Cameron noted that the Textile Museum's digitization project is unfinished, and the Textile Museum would like to continue digitization.

h. Request for repairs of Almonte Gallery space. - Letter from Barb and Anne. Mary Lou will

handle the request.

- i. Information format/feedback (deferred)
- j. Future directions (deferred)
- k. Any other business

8. **NEXT MEETING: November 20, 2013 in Almonte** at 7:00PM

9. **ADJOURNMENT**

Moved by Anne Mason

Seconded by Lorraine Albert

THAT the meeting be adjourned.

CARRIED.

The meeting adjourned at 8:40PM.

Meriah Caswell, Recording Secretary

Hand-outs:

- 1. Agenda – email

Librarian's Report to the Board – handout

Financial Report- handout

MISSISSIPPI MILLS LIBRARY BOARD

October 23, 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	
3	October 23	Lock changes	Pam Harris	Ask the Town about Funding	
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	
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	