

**Mississippi Mills Public Library Board  
Regular Meeting  
Wednesday, April 30, 2014  
Almonte Branch, 7:00 pm**

**Attendance:**

**Present:**

Board: Mary Lou Souter (Chair)  
Anne Mason (Vice-Chair)  
Lorraine Albert  
Stuart Langstaff (arrived 7:10 p.m.)  
Wendy Hansen  
Betty Mears  
Bernard Cameron (Councilor)  
John Broughton

Staff: Pam Harris (CEO/Chief Librarian); Recorder  
Jocelyn Preece

**Regrets:** Verna Preston

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

**1. APPROVAL OF AGENDA**

**Moved** by Wendy Hansen

**Seconded** by Lorraine Albert

THAT the agenda be accepted as presented.

**CARRIED**

**2. DISCLOSURE OF PECUNIARY INTEREST**

None

**3. APPROVAL OF MINUTES**

**Moved** by Lorraine Albert

**Seconded** by Anne Mason

THAT the minutes dated March 26, 2014 be approved as amended.

**CARRIED**

**4. DELEGATIONS/PRESENTATIONS**

Jocelyn Preece, Branch Services Supervisor, Pakenham was welcomed to her role and to the Library Board at the start of our meeting.

**5. BUSINESS ARISING FROM THE MINUTES**

a. Update on business cards and website

**Moved by Betty Mears**  
**Seconded by Lorraine Albert**  
**THAT we proceed with colour business cards with no tag line.**

**CARRIED**

**Moved by Anne Mason**  
**Seconded by Lorraine Albert**  
**THAT we proceed with research on costing, requirements and two tenders for website development to include maintaining our own site, as supported by the Elizabeth Kelly Library Foundation Inc.**

**CARRIED**

## **6. CORRESPONDENCE**

a. Hydro One apology letter  
Action: Pam to inquire with Treasurer about how the refund will show on our budget.

## **7. REPORTS**

### **a. Chair's Report:**

- correction to FOPL bullet that we are members
- Pam to share user id and pswd for FOPL
- Pam to purchase laminated **Cut to the Chase** pamphlets
- Agreed to strike a Financial Committee to meet in June: Mary Lou Souter, Stuart Langstaff and Wendy Hansen
- Agreed to restrike the Facilities Committee (Mary Lou Souter, Betty Mears, Stuart Langstaff) to meet in the next 3 weeks
- Agreed that the Personnel Committee (Mary Lou Souter, Anne Mason and Lorraine Albert) will meet in the next 3 weeks
- Pam to provide a report to the Board on current and future (2014) programmes for information

### **b. Committee's Report:**

The Policy committee updated all the electronic documents for back up; eventually these policies will be uploaded to the website; a staff person has been assigned the task of maintaining the Policy Binder when revisions have been made, especially the Table of Contents. The next policy to be revised will be room rentals after the insurance liability issue is addressed.

### **c. CEO/Chief Librarian Report**

Some clarification was provided around planning ideas for participation in Puppets Up! And that we are working with the Corridor Gallery to complement their shows with related book displays and mentions in different print/online formats what artist is being featured.

### **d. Financial Statement**

Brief discussion around L4U spending with a Report to the Board to follow, along with some questions on some lines that are close to being spent including some collections lines and advertising. Discussion around developing a policy whereby contracts over a certain amount or over a specified time line go to the Board for approval.

e. Incident Summary Report

Questions were raised about liability for administering first aid, or if after administering aid the person left and then had something happen or if someone is injured on library property what the liability issues might be. Pam will follow up with Diane.

**8. OTHER/NEW BUSINESS**

a. Appointment of Secretary to the Board

**Moved by Betty Mears**

**Seconded by Anne Mason**

**THAT the Mississippi Mills Public Library Board appoints Jocelyn Preece as Secretary to the Board.**

**CARRIED**

**9. MEETING ANNOUNCEMENTS**

Next meeting is May 28, 2014 – Pakenham Branch.

**10. Adjournment.**

**Moved by Anne Mason**

**Seconded by Wendy Hansen**

**THAT the meeting be adjourned.**

**Carried**

Meeting adjourned 8:48 p.m.

Signed:

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Mary Lou, Souter, Board Chair

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Pam Harris, Recording Secretary

**MISSISSIPPI MILLS LIBRARY BOARD**

Feb. 26, 2014

**FOLLOW-UP ACTION LIST**

<b>#</b>	<b>DATE</b>	<b>ISSUE</b>	<b>ACTION BY</b>	<b>ACTION</b>	<b>FINISH DATE</b>
1.	Oct. 23	Almonte gallery repairs	Mary Lou Souter	See to letter sent by Barb and Anne of the Almonte Artists Association	
2.	Oct. 23	Skateboard Park	Library Board	Send letter of support	
3.	Dec. 11	Close MMPL board wiki	Pam Harris	Remove any pertinent documents, close wiki	
4.	Jan. 29'14	Record meter readings in Pakenham	Pam Harris	Pam asked Tammy to record meter every Tues morning	Done, to continue until bills are recorded correctly
5.	Jan. 29'14	FOL (friends of the library)	Mary Lou Souter	Investigate varying structures for a potential FOL organization while next attending Trustees' Meeting	Apr. 26'14
6.	Jan. 29'14	Annual Review	All Board Members	Put forth suggestions for inclusion in Annual Review	
7.	Feb. 26'14	Online donations	Pam Harris	Investigate the possibility for direct online donations to the library on our webpage	
8.	Apr. 30'14	Business cards and Website	Pam Harris	Proceed with business cards and get tenders for website	
9.	Apr. 30'14	Financial Statement	Pam Harris	Will inquire re. where the hydro refund will show up on the budget; will inquire re. advertising expense and comparative information on last year's advertising	

<b>10.</b>	Apr. 30'14	Cut to the Chase	Pam Harris	Pam will order 8 laminated "cut to the chase" pamphlets	
<b>11.</b>	Apr. 30'14	FOPL	Pam Harris	Pam will share her user id and pswd for FOPL	
<b>12.</b>	Apr. 30'14	Report to Board: Programmes	Pam Harris	Write a report to board on current/future programmes for information	

