

**Mississippi Mills Public Library Board
Regular Meeting
Wednesday, February 26, 2014
Almonte Branch, 7:00 pm**

Attendance:

Board: Anne Mason (Acting Chair)
Stuart Langstaff
Betty Mears
Wendy Hansen
Bernard Cameron

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

Regrets: Mary Lou Souter, Lorraine Albert, Verna Preston, John Broughton

The library board meeting commenced at 7:05pm.

1. Declaration of conflict of interest - None

2. Approval of agenda, that the agenda be approved as amended with the additions of 4a. In camera, 4c. CanadaHelps.org, 4d. All staff day under Business Arising, under Reports, to include 6D.1 Financial Report and 6D.2 Approval of the 2013 Financial Statement; and under New Business add 7a. Business Cards, book mark, logo, tag line

Moved by Betty Mears

Seconded by Stuart Langstaff

THAT the agenda be approved as amended

Carried

3. Approval of minutes from January 29, 2014 as amended to add adjournment time and correct the word “formally” on the “action table.”

Moved by Bernard Cameron

Seconded by Stuart Langstaff

THAT the minutes be approved as amended.

Carried

4. Business arising from the minutes

a. In Camera session - Job re-evaluation, Library Assistant

Moved by Bernard Cameron

Seconded by Betty Mears

THAT the Mississippi Public Library Board meeting move to “in Camera” at 7:15 pm to address a topic pertaining to personal matters about an identifiable individual including municipal or local board employees.

Carried

Moved by Bernard Cameron

Seconded by Stuart Langstaff

THAT the Mississippi Mills Public Library Board return to regular session at 7:24 p.m.

Carried

Moved by Betty Mears

Seconded by Wendy Hansen

THAT the Mississippi Mills Public Library Board approve the reclassification of the Interloan Assistant position to the Library Assistant, Almonte position; and furthermore that employee No. 0066 be placed at Step 4 on the new pay scale for the position effective January 1, 2014.

Carried

b. Local History Room: we agreed to accept digital historic photographs from the collection of Michael Dunn. We discussed appropriate space use for the old staff room as a possible Local History room. Concerns were raised around duplication of services between different local organizations such as the Textile Museum, Mill of Kintail, Lanark Historical Society and where the best location would be for a local history collection. Staff input was requested.

We also discussed the pilot TAG (Teen Advisory Group) project where we currently have a volunteer assisting Michael with creating a subset of photos with a narrative voice over and pop-outs as a viewer scrolls over a photo (in exchange for high school community service hours). We acknowledged that this project could blossom into digitizing all the photos in this way and locating them on our new website. We also recognized this was a good project for grant applications and that we should probably strike a committee to work on developing this project and the local history room idea further.

c. CanadaHelps.Org. We agreed not to situate this link on our webpage as having them as a third party intermediary might be confusing for patrons, plus there is a service fee to have them transfer any donations to our account. What we preferred was to create a direct online link where patrons could donate directly to the library via an e-transfer, credit or debit card or possibly pay pal

ACTION: Pam will investigate how easily this can be achieved.

d. All Staff Day. Because Easter Monday is a holiday, Pam was having trouble locating guest speakers who would be willing to both present and not charge double, Pam asked to close the library on a regular business day sometime in June, and invited the Board to

attend for lunch. After discussion as to when we agreed June 2 or June 23'14 would work especially with sufficient advertising.

5. Correspondence; none

6. Reports

- a. Chair's Report: deferred
- b. Committee's Report: Betty presented the changes to the Circulation Policy and described how this amended policy supersedes previous circulation and patron policies. She detailed how the rest of the Policy Binder will have to be updated to include these changes including revisions to the Table of Contents. We need to await Lorraine's return so the documents can be properly labelled. We talked about registration for children to ensure that parental information was recorded on the registration card; we also talked about the ramifications of individuals 13-16 and legal responsibility for borrowed materials and agreed that they are responsible to get a library card; and that parent's as their legal providers would be responsible for their materials; a question was asked about Lanark Highlands as to why they were eligible for free membership and that a library card is free to students going to school in Mississippi Mills . Volunteers are exempt from fines and fees, and board members are too because it is a volunteer board. A suggestion was made to include a library card with the Trustee binder, to make it part of the kit for new board members.

Moved by Betty

Seconded by Wendy

THAT the circulation policy as presented by the policy committee Feb. 26'14 be approved.

Carried

The Board congratulated the Policy Committee for all their hard work in revising this policy.

- c. There were some questions arising from the CEO/Chief Librarian Report, regarding the benefits for accreditation. Bernard mentioned a previous report to the Board about how well MMPL fared compared to other libraries in the community.

The Hydro One credit was discussed and a recommendation was made by Anne to get the Hydro One consumption graphs to really get a good picture of our usage.

Mention was made of the article in the paper highlighting Hydro One issues. Also a CBC interview with the Ontario Ombudsman regarding this matter.

The Board recommends that we ask the Town to get a refund and have the money put back in our budget.

- d. Financial Report, D1. (The December 31'13 YTD balance sheet and capital summary was presented for information. A lot of concern was raised around the various surplus/deficits and why we had them. Frustration was expressed regarding the format we receive our statements from the Town (print) and why we can't get them electronically and as well when the Board receives them.

The Board requests that the financial statements be provided in an electronic format by the third week of each month, one week before the Mississippi Mills Library Board meetings. The Board also requests that a written response be provided.

D2. Deferred until the Board receives clarifications on surplus, deficits and discrepancies among several different lines in the final December 2013 statement.

7. New Business:

a. Business Cards, book mark, logo, tag-line. Pam showed the Board the business cards and book marks currently under development. This was for the look and colour of the updated logo, and especially the tag-line: Read. Learn. Relax. The cards would be printed in a short run for the CEO/Chief Librarian and for the Branch Supervisors in each location. A generic card with logo and branch information would also be created so other staff members would have something to present if required, where they could write their information overleaf. The Board was pleased with the look but have concerns over the tag line. They are to think up some alternatives and Pam will take it back to staff for their input.

8. Any Other Business: None

9. **Next Meeting** - Wednesday, March 26, 2014, Almonte Branch, 7:00pm

10. **Adjournment**

Moved by Stuart Langstaff

Seconded by Wendy Hansen

THAT the meeting be adjourned.

Carried

Meeting adjourned 9:27 p.m.

MISSISSIPPI MILLS LIBRARY BOARD
Feb. 26, 2014

FOLLOW-UP ACTION LIST

#	DATE	ISSUE	ACTION BY	ACTION	FINISH DATE
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.	Dec. 11	Send Board meeting dates to Town	Pam Harris		Done; double checked right dates submitted to town
5.	Jan. 29'14	Banned Patrons	Pam Harris	Ask staff if they are ok with duration of ban; find out about the practice of having banned patrons signing a contract to re-enter the library	Done; Feb'14
6.	Jan. 29'14	Record meter readings in Pakenham	Pam Harris	Pam asked Tammy to record meter every Tues morning	
7.	Jan. 29'14	FOL (friends of the library)	Mary Lou Souter	Investigate varying structures for a potential FOL organization while next attending Trustees' Meeting	
8.	Jan. 29'14	EKLF	Pam Harris	Revamp funding proposals	Done, Feb.'14
9.	Jan. 29'14	Development Charges	Pam Harris	Confer with Rhonda Whitmarsh regarding monetary values associated with library in the Development Charges Review	

10.	Jan. 29'14	Canadahelps.org	Pam Harris	Talk with Diane Smithson about CanadaHelps.org and having that link on webpage	Done, Feb'14
11.	Jan. 29'14	Annual Review	All Board Members	Put forth suggestions for inclusion in Annual Review	
12.	Jan. 29'14	Pakenham Volunteers	Pam Harris	Formally recognize the value of Pakenham volunteers during the transition period	
13.	Feb. 26'14	Online donations	Pam Harris	Investigate the possibility for direct online donations to the library on our webpage	
14.	Feb./ 26'14	All Staff Day	Pam Harris	Consult with staff – June 2 or 23?	
15.	Feb. 26'13	Branding	Pam Harris, all Board members	Think of alternatives to the tag line: read. Learn. Relax. Pam to take it back to staff.	

