

Meeting of the Mississippi Mills Public Library Board
Wednesday, January 29, 2014
Pakenham Branch, 7:00 pm

Attendance:

Board: Mary Lou Souter
Bernard Cameron - Council Rep
Stuart Langstaff
Wendy Hansen

Lorraine Albert
Betty Mears
Verna Preston

Staff: Pam Harris
Tammy Langstaff

Regrets: John Broughton, Anne Mason

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 New Business 7h. Town Action plan and 7i. Pakenham Volunteers

Moved by Lorraine

Seconded by Bernard

the agenda be approved as amended

Carried

3. **Approval of minutes from December 11, 2013** as amended to change "every fourth" to "the last" (Wednesday of the month)

Moved by Lorraine

Seconded by Bernard

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

Seconded by Wendy to go in camera to discuss an identifiable individual.

Carried

Moved by Verna

Seconded by Bernard to go out of camera, with a friendly amendment that the CEO remain.

Carried

The Job Re-Evaluation for Librarian Assistant is complete.

- b. Job evaluation - Branch Services Supervisor, Pakenham is complete.

5. Correspondence

- As emailed.
- Pam Harris will enter the correspondence directly in the agenda in the future, rather than send it as an attachment with the board package

6. Reports

a. Chair's report

- Mary Lou Souter took part in a SOLS webinar on CEO succession planning and found it informative. It was hosted by Daryl Novak, and also attended by the CEO from Port Hope Library.
- Large attrition rates are being recognized in library fields in Ontario, and this pattern is expected to continue
- Trustees' meeting to be held on April 26th in Almonte
- Mary Lou Souter will be away from February 18th to April 3rd and Anne Mason will act as chair in her absence

b. Committee reports

Policy Committee

- No meeting held last week, rescheduled to Monday, February 3rd
- Work on circulation policies is ongoing

Personnel Committee

- Job evaluations have gone forward
- Verna Preston queried whether committee members would be assisting with upcoming interviews and it was affirmed that they would
- Some committee members will be absent over the interviewing period and others from the board may be called upon to fill in as needed
- Two Tech Tutors have been hired and will commence work on Monday, February 3, 2014; this was approved by the OLA; they will split the requisite number of hours between them as CEO sees fit

c. CEO report

- CEO will commence sending CEO report directly to council members as suggested by Diane Smithson
- Alarm systems are complete at both branches; includes two personal panic buttons (one for each branch); signage stating the presence of alarm will be considered
- Astronomically high Hydro One bill at the Pakenham Branch is continuing to be investigated by both CEO and Rhonda Whitmarsh; CEO to commence taking meter readings
- Accessible door in Almonte is not working; CEO will follow up with appropriate repairs and will implement a tracking system for work completed to allow easy access to contractors' names and contact information

- Purchased 2 Ipad Minis and 2 Samsung tablets, SIM card upgrades, headphones and covers with SOLS grant (L4U system upgrade was free, allowing grant to be used for other purpose)

d. Financial report

- not available

e. Incident Report Summary

- Bernard Cameron queried the appropriateness of the length of the current registered ban; CEO confirmed police advisement on the matter, but has agreed to consult with staff to assure they are comfortable with the date of ban expiry
- CEO to follow up on necessity of having patron sign a contract before returning to library privileges

7. New Business

a. Friends of the Library (FOL)

- Concept put forth by Anne Mason to help shift fundraising from board to volunteers
- Mary Lou Souter will investigate varying structures for such an organization while at the upcoming Trustees' meeting

b. Elizabeth Kelly Library Foundation Inc. (EKLF Inc) update

- EKLF offered a used board table and chairs for Almonte branch
- Last meeting's focus was on administrative issues
- Intent is to invite representatives to a library board meeting, possibly in March
- CEO will resubmit tweaked ideas and wish lists in an attempt for more amenable results

c. Development Charges

- Study is being reviewed and updated
- Funds are apportioned to town facilities, library included
- Library funds are allocated for book purchases only; not DVDs, or computer and related items
- CEO to check with Rhonda Whitmarsh regarding monetary values entered in the library section
- Operating and capital budget decisions expected to be finalized towards the end of March

d. Michael Dunn Photos

- Michael Dunn has an historic collection of photographs and has expressed a desire to donate them to the library
- Potential to add audio voice over to collection, in part with assistance from high school volunteer who will earn their community volunteer service hours and this will become part of upcoming TAG (teen advisory group)
- Board will consider the creation of a "Local History" room in Almonte to house and display collection (will be added to next meeting's agenda)

e. Partners for Life

- Partnered with Canadian Blood Services

f. CanadaHelps.org

- Application made to have library added to website
- CEO to obtain confirmation from Diane Smithson that association between the two is acceptable

g. Annual Review

- Review intended to be for public perusal
- All board members to put forth suggestions for inclusion

h. Town Action Plan Project

- Meeting to be held Tuesday, February 4th
- Suggested ideas for submission/discussion include establishment of local history room in Almonte; completion of Gazette digitization; development of literary archive; expansion of Pakenham branch space; local author display/event

i. Pakenham Volunteers

- Stuart Langstaff queried the current use of volunteers as they formerly were responsible for 2/3 of the open circulation desk time
- All agreed they play a vital role and form a strong link with the community and this relationship should be fostered
- CEO to recognize the added value they have been throughout the transition period of staff changes by thank you cards, newspaper article and forward names when the Ministry of Citizenship and Immigrations makes call for award nominations
- Bernard Cameron identified the need to foster the ongoing feeling of ownership and pride shown by volunteers

8. **Other Business** - None

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

10. **Adjournment**

Moved by Verna Preston

Seconded by Lorraine Albert
that the meeting be adjourned.

Carried

Meeting adjourned 9:20 p.m.

MISSISSIPPI MILLS LIBRARY BOARD
Jan. 29, 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	

