

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

**Attendance:**

**Present:**

Board: Anne Mason (Acting Chair)  
Lorraine Albert  
Stuart Langstaff (arrived 7:14 p.m.)  
Verna Preston (left 8:30 p.m.)  
Wendy Hansen  
Betty Mears  
Bernard Cameron (Councilor)

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

**Regrets:** John Broughton, Mary Lou Souter

The library board meeting commenced at 7:05 pm.

Members of the Elizabeth Kelly Library Foundation Inc. (regrets Bryne) presented regarding their recent transition to a not-for-profit corporation; the rationale behind it (to protect officers, protect funds, ownership of assets and expand their mandate (learning, literacy, libraries mostly in but not limited to Mississippi Mills Public Library) to basically forward the library as a main stay in community building. The Foundation expressed a willingness to participate and support different library initiatives in various ways that supported – not replaced – traditional funding sources such as municipal funding.

The Foundation’s visit raised a variety of discussion points including the desire for the Library Board to re-establish a “visioning” plan (a “branding” process) and to re-visit the Strategic Plan.

**1. Declaration of conflict of interest - None**

**2. Approval of agenda:**

**Moved** by Wendy Hansen  
**Seconded** by Verna Preston  
THAT the agenda be accepted.

**Carried**

**3. Approval of minutes from February 29, 2014:**

**Moved** by Bernard Cameron  
**Seconded** by Stuart Langstaff  
THAT the minutes be approved.

**Carried**

**4. Business arising from the minutes**

a. Business Cards, book mark, logo-tag line

Board Members agreed to defer business cards and book marks.

**ACTION:** Pam to follow up with the Town regarding whether they would print business cards for free and whether they would print them with the library logo.

## 5. Correspondence

- a. The MVTM sent us an invitation to open house and thank you to community partners for Apr, 26, 2-4 p.m. RSVP by April 11.

## 6. Reports

- a. Chair's Report: None
- b. Committee's Report: Policy committee updated the Gifts and Donations Policy to simplify it. There was some discussion around how charitable receipts are reflected in the budget.

**ACTION:** Pam to follow up

Moved by Verna Preston

Seconded by Lorraine Albert

THAT the Mississippi Mills Public Library Board accept the Gifts and Donation Policy as presented.

**CARRIED**

c. CEO/Chief Librarian Report: questions were raised around the problem of bedbugs. It will be passed to the Policy Committee to have a look at. The importance of civic duty in supporting co-op students, volunteers and other reciprocal positions was stressed – that the Library has a role/duty to develop these opportunities and support/mentor individuals pursuing them even if their performance may not be strong. A concern was raised around scarcity of shifts for our new casual/relief staff to make it worthwhile for them. The possibility of minimum shifts in a week was (re)raised as a means to offset that and maintain skills.

d. Financial Statement: some over and/or high expenditures on a few lines raised concern. Accepting both the February 2014 financial statement and December 2013 statement is deferred until CEO can talk with Treasurer to review statements

e. Incident Summary Report: None

## 7. New Business

- a. An information report on the rationale for hiring two casual/relief employees was presented.
- b. The Board agreed that the procedural process for hiring casual/relief and part time staff would be reflected in an information report (and/or in the CEO/Chief Librarian's report) to the Board and to the Town to indicate recent casual or part time employment.
- c. In Camera – Personnel

Moved by Betty Mears

Seconded by Lorraine Albert

THAT the Mississippi Mills Public Library Board meeting move to "in Camera" at 8:52 p.m. to address a topic pertaining to personal matters about an identifiable individual, including municipal or local board employees,

AND FURTHERMORE THAT the CEO remain in the room.

**Carried**

Moved by Wendy Hansen

Seconded by Betty Mears

THAT the Mississippi Mills Public Library Board returns to regular session at 9:00 p.m.

**Carried**

## Rise and Report:

Moved by Betty Mears

Seconded by Stuart Langstaff

THAT the Mississippi Mills Public Library Board approves the hiring of Jocelyn Preece for the Branch Services Supervisor, Pakenham position, effective April 7'14 and subject to a 6 month probationary period;

AND FURTHERMORE THAT the position commence at Step 1 of the respective pay scale.

**Carried**

Moved by Lorraine Albert

Seconded by Betty Mears

THAT the Mississippi Mills Public Library Board approves the hiring of Catherine Cameron and Jill McCubbin for the Processing Assistant (casual/relief) position(s), based on operational needs, effective March 17, 2014 and subject to a 6 month probationary period;

AND FURTHERMORE THAT the position(s) commence at Step 1 of the respective pay scale.

**Carried**

Bernard Cameron declared a conflict before the motion was carried.

Bernard Cameron abstained from voting.

**d.** Report: Second Telephone Line. The second phone line was approved including both equipment and monthly maintenance costs.

**e.** Anti-spam Legislation: Pam provided an update to changes in the anti-spam legislation that will have an impact to libraries. Permissions and ability to unsubscribe are the primary capabilities to address especially in commercial enterprises such as a fundraising email pushed out to all patrons.

**8.** Any other business: none

**9.** Next meeting is April 30, 2014, in the Almonte Branch.

**10. Adjournment.**

**Moved** by Stuart Langstaff

**Seconded** by Wendy Hansen

THAT the meeting be adjourned.

**Carried**

**Meeting adjourned 9:08 p.m.**

Signed:

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Board Chair and Date

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Recording Secretary and Date

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	
6.	Jan. 29'14	Development Charges	Pam Harris	Confer with Rhonda Whitmarsh regarding monetary values associated with library in the Development Charges Review	
7.	Jan. 29'14	Annual Review	All Board Members	Put forth suggestions for inclusion in Annual Review	
8.	Jan. 29'14	Pakenham Volunteers	Pam Harris	Formally recognize the value of Pakenham volunteers during the transition period	Potluck June 21'14
9.	Feb. 26'14	Online donations	Pam Harris	Investigate the possibility for direct online donations to the library on our webpage	

<b>10.</b>	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.	Deferred
<b>11.</b>	Mar. 26'14	Business cards	Pam Harris	Follow up with town re cost of business cards	April'14
<b>12.</b>	Mar. 16'14	Charitable Receipts	Pam Harris	Find out how they show up on budget	April'14

