

MISSISSIPPI MILLS PUBLIC LIBRARY BOARD
Regular Meeting
Wednesday, May 28, 2014
Pakenham Branch, 7:00 pm

Attendance:

Present:

Board:

Mary Lou Souter (Chair)
Anne Mason (Vice-Chair)
Lorraine Albert
Stuart Langstaff
Wendy Hansen
Betty Mears
John Broughton
Verna Preston (arrived 7:20 pm)

Staff:

Pam Harris (CEO)
Jocelyn Preece (Secretary)

Regrets:

Bernard Cameron

The Chair called the meeting to order at 7:15 pm.

1. APPROVAL OF AGENDA

Moved by Lorraine Albert

Seconded by Wendy Hansen

THAT the agenda be accepted as amended.

CARRIED

2. DISCLOSURE OF PECUNIARY INTEREST

3. APPROVAL OF MINUTES

Moved by Lorraine Albert

Seconded by Betty Mears

THAT the minutes dated May 28, 2014 be approved as presented.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

a. Board Priorities:

Reminder that board priorities for this year include: programs, facilities, technology and governance, as summarized in last month's Chair Report. The resulting document is to be used for reference and committee work.

b. Rotating DVD Collection:

Discussion around the difficulties involved with L4U and physical storage. Decided that this would be a complicated and time consuming process.

- c. Follow up to Advertising budget line:
Clarification that the \$2500.00 spent on EMC advertising was a result of five separate positions posted this year, plus the summer student postings. Question about whether the EMC is worth the expense for professional positions.

5. CORRESPONDENCE

- a. Invitation to Elizabeth Kelly Library Foundation Inc. (EKLF Inc.) Reception
Discussed in Chair's report.
- b. Letter from MVFN
Book donation and letter were presented to the library.
- c. Ministry of Citizenship and Immigration – Call to nominate for good citizenship medal.
Suggestions can be made to Pam for nominations.
- d. Ministry of Citizenship and Immigration – Call to nominate Senior Achievement Award.
Suggestions can be made to Pam for nominations.

6. REPORTS

- a. Chair's Report:

Congratulations offered to the staff on behalf of the board for an excellent first Human Library Project.

EKLF Inc. reception proved successful and conversations between EKLF Inc. board, MMPL board and staff resulted in offers of support for a variety of projects. The Foundation suggested a food program for kids, and a discussion of the logistics and policy implications ensued.

Mary Lou offered an invitation in return to host EKLF around Christmas.

- b. Committee's reports:

Financial committee –Meeting set for 7pm on June 10th.

Facilities committee –Meeting date to be set within two weeks. A report on the condition of both branches is available and Pam will email this document to all board members.

Policy committee –In progress on Facility Operations Policy, but still working out the issue of Liability Insurance. The policy should be ready for next month's approval.

Moved by Betty Mears

Seconded by Lorraine Albert

THAT the Conduct Policy be amended as revised.

CARRIED

- c. CEO/Chief Librarian report

Questions were raised regarding:

- Cost of increasing the availability of e-books. Pam will look into this before 2015.
- Number of patrons served by visiting library. Pam to determine numbers and look into the staff resource issues involved in expanding this program.
- Booksale –Storage, staff and volunteer requirements were discussed.
- Donations in lieu of flowers in memory of Louis de Salaberry. Board would like to know how much is received and further discussion will determine an appropriate memorial project.
- Clarification given regarding Better World Books grant.
- Pam is awaiting verification from the Foundation based on two website quotes. Aim to have a new website ready by the fall.
- Summer students in Pakenham. Brief discussion to clarify roles and locations of literacy tutors and summer students. Implications of only having one summer student in Pakenham were discussed.
- Pam to follow up with Tiffany regarding Ipad kiosk and use of Pakenham Branch as tourist information site.
- Business cards will be ready shortly.

d. Financial Business

Hydro refund is reflected in most recent budget. Computer Service Expense and Advertising are entirely spent.

e. Incident Report Summary

f. Report: Programmes and Outreach

Question for clarification regarding:

- Patron-driven ILL- what it is and how it will free up staff time.
- Bookclub sets - will be ready to launch shortly.

g. Report: Liability Insurance

Pam directed to contact BFL about rates and process and to look further into the annual cost of expanding coverage with our current insurance policy. General consensus that if affordable, the library would prefer to cover insurance cost or include it in room rental rate rather than passing it to room renters.

h. Quarterly Newsletter

A quarterly review is in development, along with an annual report and a bimonthly newsletter/program guide. It was decided that Pam's quarterly report should be forwarded to council as well.

7. OTHER BUSINESS

8. MEETING ANNOUNCEMENTS

Next meeting is June 25, 2014 at the Almonte branch.

10. ADJOURNMENT

**Moved by Anne Mason
Seconded by Verna Preston
THAT the meeting be adjourned.**

CARRIED

Meeting adjourned at 9:28.

Signed:

Mary Lou Souter, Board Chair

Jocelyn Preece, Recording Secretary