

**Mississippi Mills Public Library Board  
Minutes**

**Regular Meeting  
Wednesday September 25, 2018, 7:00 pm  
Almonte Branch Meeting Room, MMPL**

**Present:**

Board: Councillor Amanda Pulker-Mok (Meeting Chair)  
Mary Lou Souter (Chair)  
Micheline Boucher  
Anne Mason  
Betty Mears  
Councillor Val Wilkinson

Staff: Christine Row, CEO/Chief Librarian  
Katherine Pillsworth, Recording Secretary

Regrets: George Seibel  
Danielle Wojtyniak

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The Meeting Chair called the meeting to order at 7:00 p.m.

**1) APPROVAL OF AGENDA**

**Moved by** B. Mears

**Seconded by** M. Boucher

**THAT** the agenda be approved as amended.

**CARRIED**

**2) DISCLOSURE OF PECUNIARY INTEREST**

a. None

**3) APPROVAL OF THE MINUTES FROM MAY 30, 2018.**

**Moved by** V. Wilkinson

**Seconded by** A. Mason

**THAT the MMPLB** Regular Meeting minutes dated June 27<sup>th</sup>, 2018 be approved.

**CARRIED**

**4) DELEGATIONS/PRESENTATION**

a. None

## 5) BUSINESS ARISING

### a. Submission of the June 27<sup>th</sup>, 2018 MMPLB Minutes to Council

The MMPLB agreed that the approved minutes from the MMPLB regular meeting dated June 27<sup>th</sup>, 2018, including the MMPLB motion to retain the fence running between the library and the Ottawa Valley Recreation Trail, should be submitted to Municipal council as soon as possible, to ensure they are included in the Tuesday October 2<sup>nd</sup>, 2018 council meeting agenda.

## 6) CORRESPONDENCE

### a. RE: Political Elections Policy (CEO/Chief Librarian Row Reporting):

The CEO/Chief Librarian received a letter of inquiry regarding whether or not the elections policy was sent out to library staff, which was replied to in the affirmative.

### b. RE: Resignation from the Board (Chair Souter Reporting):

The board was presented with a letter of resignation from board member Wendy Hansen.

**Moved by** V. Wilkinson

**Seconded by** A. Mason

**THAT the MMPLB** accepts the resignation of Wendy Hansen from the MMPLB with regrets.

**CARRIED**

## 7) OTHER/NEW BUSINESS

### a. Development Charges (CEO/Chief Librarian Row Reporting):

Discussion of items identified in the 2018 Mississippi Mills Development Charge Report specifically pertaining to the library. No significant changes were found, however the board agreed a presentation from the municipal treasurer on development changes would be a valuable orientation session for the incoming board.

### b. Budget Drafts (CEO/Chief Librarian Row Reporting):

#### i) Draft Operations Budget

**Moved by** M. Souter

**Seconded by** B. Mears

**THAT the MMPLB** accepts the revised 2019 operations budget as presented by the CEO/Chief Librarian showing a 2.5% increase in revenue, and that the CEO/Chief Librarian be authorized if necessary to exercise discretion with any future changes to the operations budget in consultation with the municipal treasurer.

**CARRIED**

#### ii) Draft Capital Budget

**Moved by** M. Souter

**Seconded by** B. Mears

**THAT the MMPLB** accepts the revised 2019 capital budget as presented by the CEO/Chief Librarian.

**8) REPORTS**

**a. Chair's Report (Chair Souter Reporting):**

Chair Souter reported that Catharine Cameron will provide the MMPLB, for approval, a printable file of the Bernard Cameron tree dedication sign, and that she will provide any changes to the board by Thanksgiving.

**b. Committee Report(s)**

**i. Accreditation Committee (M. Boucher Reporting):**

The Committee has held 8 meetings and completed 48 policies in preparation for the Ontario Public Libraries Accreditation Audit scheduled for November 12<sup>th</sup>, 2018. A report was submitted for information, and discussion of policies currently under review for approval followed.

**Moved by** B. Mears

**Seconded by** V. Wilkinson

**THAT the MMPLB** accepts the revised policy on the Volunteer Program (VOL-01) as presented.

**CARRIED**

**Moved by** M. Souter

**Seconded by** B. Mears

**THAT the MMPLB** accepts the revised policy Respect in the Workplace – Discrimination and Harassment (HR-02) as presented.

**CARRIED**

**Moved by** V. Wilkinson

**Seconded by** B. Mears

**THAT the MMPLB** accepts the revised policy Respect in the Workplace – Prevention of Workplace Violence (HR-03) as presented.

**CARRIED**

**Moved by** M. Souter

**Seconded by** V. Wilkinson

**THAT the MMPLB** accepts the revised policy on Performance and Problem Resolution (HR-04) as presented.

**CARRIED**

**Moved by** B. Mears

**Seconded by** M. Souter

**THAT the MMPLB** accepts the revised policy on Technology – Acceptable Use (HR-05) as presented.

**CARRIED**

**Moved by** M. Souter

**Seconded by** V. Wilkinson

**THAT the MMPLB** accepts the new policy on Terms and Conditions of Employment (HR-07) as presented.

**c. CEO/Chief Librarian Report (CEO/Chief Librarian Row Reporting):**

CEO/Chief Row reviewed her report followed by discussion. CEO/Chief Row will investigate requirements, costs and sourcing for installing defibrillators at the two branch libraries and provide information on Accreditation to the town for the November 20<sup>th</sup>, 2018 council meeting.

**d. Financial Report – August YTD (CEO/Chief Librarian Row Reporting):**

CEO/Chief Librarian Row provided an overview and elaboration on identified line items.

**e. Incident Report Summary**

**i. Pakenham (K. Pillsworth Reporting):**

Discussion of an incident which required a call from the Pakenham branch to the Ontario Provincial Police regarding a domestic dispute, which fortunately did not escalate beyond a manageable level.

**9) BOARD ADVOCACY**

**a. Overview of Board Advocacy (CEO/Chief Librarian Row Reporting):**

Discussion of what constitutes board advocacy, followed by specific examples of information sharing and community interactions which presented themselves to board members as opportunities to advocate on behalf of the library.

**10) NEXT MEETING:**

- a. 7:00 p.m. Wednesday October 24<sup>th</sup>, 2018 at the Pakenham Branch.
- b. Meeting Chair TBA.

**11) ADJOURNMENT**

**Moved by** M. Souter

**Seconded by** B. Mears

**THAT the meeting be adjourned.**

**CARRIED**

The meeting adjourned at 9:00 p.m.

Signed:

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Councillor Pulker-Mok, Meeting Chair

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K. Pillsworth, Recording Secretary