

**Mississippi Mills Public Library Board  
Minutes  
Wednesday, October 24, 2018 7:00pm  
Pakenham Branch Meeting Room**

**Present:**

Board: Mary Lou Souter (Meeting Chair)

Danielle Wojtyniak

Micheline Boucher

Anne Mason

George Seibel

Councillor Val Wilkinson

Councillor Amanda Pulker-Mok

Betty Mears

Staff: Christine Row, CEO/Chief Librarian

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The meeting was called to order at 7:07 p.m.

1) **APPROVAL OF AGENDA**

**Moved by** A. Pulker-Mok

**Seconded by** V. Wilkenson

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

**CARRIED**

2) **DISCLOSURE OF PECUNIARY INTEREST**

a. None

3) **APPROVAL OF MINUTES**

**Moved by** G. Seibel

**Seconded by** A. Pulker-Mok

**THAT the MMPLB** Regular Meeting minutes dated September 25<sup>th</sup>, 2018 be approved as amended.

4) **DELEGATIONS/PRESENTATIONS**

a. None

5) **BUSINESS ARISING FROM MINUTES**

a. None

6) **CORRESPONDENCE**

a. None

7) **OTHER/NEW BUSINESS**

a) **Collection Development Plan**

C. Row presented the Collection Development Plan for discussion.

b) **Technology Plan**

C. Row presented the Technology Plan for discussion.

c) **Programming Plan**

C. Row presented Programming Plan for discussion.

d) **In Camera- Personnel Matter**

**Moved by** V. Wilkinson

**Seconded by** A. Mason

**THAT the MMPLB** move to “in Camera” at 7:55 p.m. to address a topic pertaining to personal matters about identifiable individuals, including municipal or local board employees; specifically concerning library staff step increases.

**CARRIED**

**Moved by** A. Mason

**Seconded by** D. Wojtyniak

**THAT the MMPLB** return to regular session at 8:05 p.m.

**CARRIED**

**Moved by** V. Wilkinson

**Seconded by** B. Mears

**THAT the MMPLB** approves the recommendation to move employee number 0673 to Step 3 effective their anniversary date of November 6, 2018.

**Moved by** A. Mason

**Seconded by** G. Seibel

**THAT the MMPLB** approves the recommendation to move employee number 07443 to Step 2 effective their anniversary date of November 22, 2018.

**CARRIED**

8) **REPORTS**

a) **Chair's Report**

M. Souter will attend the Trustee Council meeting on November 3, 2018 and would like information from board members on their experience with board orientation.

b) M. Souter presented the plaque outline for Bernard Alexander Cameron.

b) **Committee Report-  
Accreditation Committee- Policy Review**

M. Boucher presented the following policies on behalf of the Accreditation and Policy Review Ad-Hoc Committee:

**OP-01 – ACCESSIBILITY IN THE LIBRARY**

**Moved by** A. Pulker-Mok

**Seconded by** B. Mears

**THAT policy OP-01 – Accessibility in the Library be approved as amended.**

**CARRIED**

**OP-02-CHILDREN IN THE LIBRARY**

**Moved by** V. Wilkinson

**Seconded by** G. Seibel

**THAT policy OP-02- Children in the Library be approved as presented.**

**CARRIED**

**OP-03-CIRCULATION**

**Moved by** B. Mears

**Seconded by** A. Pulker-Mok

**THAT policy OP-03 – Circulation be approved as presented.**

**CARRIED**

**OP-04-COLLECTION DEVELOPMENT**

**Moved by** B. Mears

**Seconded by** A. Pulker-Mok

**THAT policy OP-04 – Collection Development be approved as amended.**

**CARRIED**

**OP-10-RESOURCE SHARING**

**Moved by** G. Seibel

**Seconded by** B. Mears

**THAT policy OP-10 – Resource Sharing be approved as presented.**

**CARRIED**

**OP-15- TECHNOLOGY**

**Moved by** D. Wojtyniak

**Seconded by** G. Seibel

**THAT policy OP-15- Technology be approved as presented.**

**CARRIED**

**OP-17-HEALTH AND SAFETY**

**Moved by** A. Mason

**Seconded by V. Wilkinson**  
**THAT policy OP-17 – Health and Safety be approved as amended.**

**CARRIED**

**OP-18- CAPITAL ASSET MANAGEMENT: DE-ACCESSION**

**Moved by G. Seibel**

**Seconded by B. Mears**

**THAT policy OP-18- Capital Asset Management: De-Accession be approved as presented.**

**CARRIED**

**OP-22-PROCUREMENT OF GOODS AND SERVICES**

**Moved by G. Seibel**

**Seconded by B. Mears**

**THAT policy OP-22 Procurement of Goods and Services be approved as presented.**

**CARRIED**

**c) CEO's report**

C.Row presented the CEO report for review and discussion.

**Moved by A. Mason**

**Seconded by G. Seibel**

**THAT the MMPLB** accepts the Exclusive Window Coverings' quote for blinds for the Almonte Branch.

**d) ILS REPORT**

C. Row presented the ILS Report and discussion was held on the new integrated library system (ILS) quotes.

**Moved by A. Mason**

**Seconded by G. Seibel**

**THAT the MMPLB** approves, on recommendation of the CEO, to purchase the SirsiDynix library software.

**CARRIED**

**e) FINANCIAL STATEMENT**

C.Row presented the September 30, 2018 financial statement for review.

**9) BOARD ADVOCACY**

A. Pulker-Mok discussed potential partnership opportunities with The Hub and MMPL.

10) Next Meeting: Almonte Branch, November 28th - 7pm, Val Wilkinson meeting chair.

**11) ADJOURNMENT**

**Moved by M. Boucher**

**Seconded by B. Mears**

**THAT the meeting be adjourned at 9:03 p.m.**