

**Mississippi Mills Public Library Board
Minutes**

**Regular Meeting
Wednesday January 25, 2017 7:00 pm
Almonte Branch Meeting Room**

Present:

Board: Mary Lou Souter (Chair)
Anne Mason (Vice Chair)
Micheline Boucher
Wendy Hansen
Betty Mears
George Seibel
Danielle Wojtyniak
Councillor Amanda Pulker-Mok
Councillor Val Wilkinson

Regrets: Stuart Langstaff

Staff: Pam Harris, CEO/Chief Librarian
Katherine Pillsworth, Recording Secretary

The Chair called the meeting to order at 7:04 p.m.

1) APPROVAL OF AGENDA

Moved by George Seibel
Seconded by Wendy Hansen
THAT the agenda be approved as amended.

CARRIED

2) DISCLOSURE OF PECUNIARY INTEREST

a. None

3) APPROVAL OF THE MINUTES FROM NOVEMBER 30TH 26, 2016 AND DECEMBER 14TH , 2016

Moved by Daniel Wojtyniak
Seconded by George Seibel
THAT the minutes dated November 30th, 2016 be approved as amended.

CARRIED

Moved by Micheline Boucher

Seconded by Betty Mears

THAT the minutes dated December 14th, 2016 be approved as amended.

CARRIED

4) DELEGATIONS/PRESENTATIONS

a) Marie Traversy: Literacy Tutor Program

- i) Marie is the coordinator of the Literacy Tutor Program.
- ii) She provided an overview of the current volunteer run program which has expanded beyond early literacy to a five component program for struggling readers working through Naismith and R. Tait Mackenzie schools.
- iii) The volunteer base has also expanded to include 9 literacy coaches.
- iv) The Literacy Tutor Program has no budget and they are looking for funding to provide basic resources for the program.

b) Jill McCubbin: Ottawa Valley Rail Trail (OVRT)

- i) Jill presented to the Board in her capacity as a member of "Friends of the Ottawa Valley Rail Trail".
- ii) The OVRT extends from Pakenham to Montague, and the friends would like to see the section of the trail between Mississippi Mills and Carleton Place reserved for non-motorized use only.
- iii) They view this as an economic development issue (promoting tourism and helping property values) as well as a safety issue (proximity to residential and town walking areas).
- iv) A number of public information sessions are planned, including one at the Carleton Place Town Hall Feb. 2nd at 6:30 p.m. and one at the Almonte Old Town Hall on Feb. 16th at 6:30 pm.
- v) The friends are looking for letters of support to present to the township councils.
- vi) The Board does not have a specific policy to cover this situation and agreed to table discussion of a letter of support to the next meeting.

5) BUSINESS ARISING

a) Strategic Planning (Wendy Hansen Reporting)

- i) The plan is nearly complete.
- ii) The document will be 44 pages in length, double sided with colour throughout with a projected cost of \$21.00 -\$22.00 per copy -
 - Each member of the board will get a copy.
 - Each of the town councilors will get a copy.
 - 1 copy for the Town CAO.
 - 5 copies for the Elizabeth Kelly Foundation.
 - 5 copies for the library for reference.
- i) A brochure will be going to the print shop as well.
- ii) Wendy is requesting each board member send a sentence (content only) to her by next Monday re: what they would like to see in the brochure.

b) Ad Hoc Committee (Val Wilkinson Reporting)

- i) A \$6,000.00 invoice for the first part of the consultant's work has been sent to the town.
- ii) A follow-up invoice of \$1,500.00 for the additional consulting work will be sent to Pam to forward to the town.
- iii) A round table discussion was held to get feedback on the consultant deliverables presented to the library.
- iv) The Board extended its thanks to Val for remaining on the Committee beyond her original commitment to the Board.

6) CORRESPONDENCE

- a) None.

7) CHAIR'S REPORT (Mary Lou Souter reporting)

- a) Mary Lou and Pam attended the Elizabeth Kelly Library Foundation Inc meeting last week.
 - i) The EFLK Inc agreed to fund \$8,175.00 of the Tech Tutor Program.
 - ii) The EFLK Inc also agreed to provide matching funding for furniture and equipment to a maximum of \$20,000.00 for the Pakenham Canada 150 renovation.
 - iii) Mary Lou also met with Doris Rankin and Sheryl Smith of the Pakenham Fundraising Committee to discuss raising funds to match the EFLK Inc funding.
- b) Mary Lou and Micheline are scheduled to attend a trustees "boot camp" at the Ontario Library Association Meeting is next week, focused on "how to handle problems/chaos & clarity".
 - i) They will do a brief follow-presentation for the board at the next meeting.
- c) The annual performance review for the CEO is pending, and evaluations should be sent to the chair by February 18th for the Personnel Committee meeting.

8) 150 BUILDING COMMITTEE REPORT (Mary Lou Souter reporting)

- a) The finalized building plan was presented.
- b) The lowest bid from the tender was 62% over budget.
 - i) Committee members Denny Ferguson and John Edwards will go back to the architect, bidder and building inspector to see at what point the building went well beyond a level 3 to try and bring the price of the project back down.
 - ii) It has been recognized the project must still meet the requirements for building accessibility as well as to satisfy the needs of the community to have a functional room for programming.

9) CEO/CHIEF LIBRARIAN REPORT

- a) Items arising from the report:
 - i) The Tech Tutor's contract ends on March 22nd 2017 – a report is expected in the spring.
 - ii) A request was made to the CEO re: providing a brief presentation on the use of Overdrive.
 - iii) Staff meetings are scheduled quarterly for 2017.
- b) Financial Statement - None.
- c) Incident Report - None.

10) OTHER/NEW BUSINESS

a) Learning in Retirement: recognition plaque for Don Wiles (Pam Harris Reporting)

- i) An overhead projector, including installation, has been donated by Don Wiles for upgrading the Almonte branch meeting room facility.
- ii) The TV currently in the meeting room will be repurposed and repositioned in the library to play community and library event advertising.

Moved by Anne Mason

Seconded George Seibel

THAT a recognition plaque for Don Wiles be installed in the Almonte Branch meeting room.

CARRIED

b) Step Increment Change

Moved by Anne Mason

Seconded by Betty Mears

That the Mississippi Mills Public Library Board approves the recommendation to move employee 0673 to Step 2 of Band 181-220

CARRIED

c) Summer Student Jobs Ad Date (Pam Harris Reporting)

- i) As a rule the advertising for summer positions get posted in February with the other town positions, which unfortunately is often too early to be able to ensure funding has been secured for the library positions.
- ii) To overcome this problem advertising at a later date would be beneficial to all concerned.

Moved by Wendy Hansen

Seconded by Betty Mears

THAT posting the jobs for summer student positions will be done within 2 weeks of confirmation of summer grant funding.

CARRIED

d) BMO Credit card (Pam Harris Reporting)

- i) Currently the town of Mississippi Mills does not provide corporate credit cards to the library which poses a problem for some of the library's purchasing requirements.
- ii) The Board endorsed Pam investigating different packages available from the banks, including all costs.

e) Rural Mississippi Mills Internet Survey

- i) The Mississippi Mills Broadband Working Group, a not for profit organization, would like permission to place their survey in the library.

Moved by George Seibel

Seconded by Danielle Wojtyniak

THAT the Mississippi Mills Broadband Working Group be given permission to place a survey in the Mississippi Mills Public Library.

CARRIED

Moved by Danielle Wojtynizk

Seconded by Betty Mears

THAT the Mississippi Mills Public Library Board meeting move to "In Camera" at 9:46 p.m. to address a topic pertaining to personal matters about identifiable individuals, including municipal or local board employees; specifically concerning vacation carry over.

CARRIED

Moved by Micheline Boucher

Seconded by George Seibel

THAT the Mississippi Mills Public Library Board returns to regular session at 9:56 p,m

CARRIED

Rise and Report:

Moved by Micheline Boucher

Seconded by Seconded by Anne Mason

THAT the Mississippi Mills Public Library Board approves the recommendation for employee #0670 to carry forward to 2017, 4 vacation days for 2017 only.

CARRIED

NEXT MEETING Mar. 1, 2017, Almonte Branch Meeting Room, 7:00 pm

ADJOURNMENT

Moved by George Seibel

Seconded by Wendy Hansen

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 9:59 p.m.

Signed:

Mary Lou Souter, Board Chair

Katherine Pillsworth, Recording Secretary