

**Mississippi Mills Public Library Board  
Minutes**

**Regular Meeting  
Wednesday Mar. 1, 2017 7:00 pm  
Almonte Branch Meeting Room**

**Present:**

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

**Regrets:** Mary Lou Souter (Chair)

Staff: Pam Harris, CEO/Chief Librarian  
Monica Blackburn, Recording Secretary

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As the Chair sent regrets, Anne Mason was asked to Chair the meeting. The Chair called the meeting to order at 7:04 p.m.

**1) APPROVAL OF AGENDA**

**Moved by** Betty Mears

**Seconded by** George Seibel

**THAT the agenda be approved.**

**CARRIED**

**2) DISCLOSURE OF PECUNIARY INTEREST**

a. None

**3) APPROVAL OF THE MINUTES FROM JANUARY 25, 2017 AND FEBRUARY 13, 2017**

**Moved by** Betty Mears

**Seconded by** Danielle Wojtyniak

**THAT the minutes dated January 25, 2017 be approved.**

**CARRIED**

**Moved by** Betty Mears

**Seconded by** Danielle Wojtyniak

**THAT the minutes dated February 13, 2017 be approved.**

**CARRIED**

The Meeting Notes from the meeting dated February 15, 2017 were accepted as information. It was agreed that the ACTIONS were to be noted as PROPOSED ACTIONS, and that Danielle's notes would be incorporated into the meeting notes.

#### **4) DELEGATIONS/PRESENTATIONS**

a) None

#### **5) BUSINESS ARISING**

a) Ad Hoc Report (Betty Mears reporting).

i) A recommendation for a Rotating Meeting Chair for Board Meetings

ii) It is recognized that should the incoming Board in 2018 choose to make this permanent that the bylaws will require amendment.

**Moved by** Betty Mears

**Seconded by** Wendy Hansen

**THAT the Board shall initiate rotation of the Chair of board meetings (new position titled Meeting Chair). The position will be filled by a roster of interested board members. The current Board Chair will continue to fulfill all Chair responsibilities and will facilitate meeting preparations with the Meeting Chair and the CEO. No Vice Chair position is required during the current Board mandate.**

**CARRIED**

A brief discussion was held about whether or not to implement recorded votes, including abstentions and unanimous votes, on motions. No conclusion was made.

b) Recommendations were made to restructure committees.

**Moved by** Betty Mears

**Seconded by** Wendy Hansen

**THAT Finance and Facilities Committees be one committee; The responsibilities of the Personnel Committee be held by all members of the Board and the CEO; The number of people on the following committees be increased to 5, including one chair, and the CEO or designate: Finance and Facilities Committee, Policy Committee, and Outreach Committee.**

c) It was recommended that staff be invited to participate in relevant policies, and staff may receive copies of proposed policies for comment before presentation to the Board. Monica commented that staff would be pleased to hear that.

**Moved by** Betty Mears

**Seconded by** George Seibel

**THAT staff be invited to participate in the creation of relevant policies. Staff may receive copies of proposed policies for comment before presentation to the Board.**

**CARRIED**

- d) A recommendation was made that Val Wilkinson join the Library Board for the duration of the current Board mandate as a resident of Ramsay. Betty will write a letter to the Municipality of Mississippi Mills asking them to amend their By-law NO. 07-08 to increase the maximum number of board members to ten.

**Moved by** Betty Mears

**Seconded by** Anne Mason

**THAT Val Wilkinson be asked to join the Library Board for the remainder of this mandate as a Ramsay resident.**

**CARRIED**

## **6) STAFF PRESENTATION(S)**

- a) Monica discussed her day to day responsibilities and distributed a handout outlining them.

## **7) CORRESPONDENCE**

- a) None

## **8) REPORTS**

- a) Chair's Report – None.

Mary Lou had asked Pam to discuss the Board Governance Training. It was agreed that the training would happen on March 29 in place of the regular Board meeting. If necessary, a short meeting can take place after the training, to discuss any pressing matters.

- b) Committee Reports

- i) Strategic Planning (Wendy Hansen reporting).

The final plan was distributed. George gave Wendy and the committee special kudos for a wonderful job and acknowledged the time and effort spent. The Board agreed. The “will be done” recommendations will be brought forward to future Board meetings for discussion. The “may be done” recommendations will be discussed further once the Town strategic plan is completed. Wendy hopes that an action plan will be brought as an agenda item to the Board. A brochure will be produced by Mary Lou.

Wendy will draft a letter to Town Council and the EKLf Inc. to accompany copies of the plan.

- ii) Outreach Committee (Danielle Wojtyniak reporting).

No formal meeting has been held, however there has been some information brain storming. A reward based crowd funding option was discussed. A shopping list for the Pakenham Branch has been put together.

A Trivia Night fundraiser will be held in Pakenham on March 31.

iii) Facilities Committee (Pam Harris reporting).

The Pakenham Building committee met with Argue Construction Co. and efficiencies have been found, primarily in lighting that will save approximately \$35K. It is expected that the construction will begin by the end of March with a ceremony. A dumpster should arrive next week. Shelves need to be moved out and stored. A possible second sea can will be used to store items. Expected completion is September 2017.

Danielle has been working closely with the architect on the lighting for the Pakenham Branch.

The Solar panel project is a Town project. Solar panels are being installed on several town buildings, and the town will receive a percentage of the hydro sales. The server and telephone panel in the furnace room will have to be relocated to accommodate the new electric panel. Robert will ask contractor to cover the cost of this.

The new projector donated by the Learning in Almonte group has been installed in the meeting room in Almonte. A reception in honour of Don Wiles will be held at the Almonte Branch on March 23.

iv) OLA: The Chair asked if this item could be deferred to another meeting, given the time, and the fact that Mary Lou Souter was not present. Everyone agreed.

Pam was congratulated on her participation in the conference. She presented two sessions: Public Libraries. All are welcome? which was attended by over 300 people and The little library that could, on the struggles of small libraries. Both were very well received.

c) CEO/Chief Librarian Report

i) Items arising from the report.

Pam was thanked for her report on Overdrive. The Board now has a better understanding of how that database works.

d) Financial report.

The reports from Dec. 2016 YTD and Jan. 2017 YTD were discussed.

e) Incident Report

None.

**9) OTHER/NEW BUSINESS**

None.

**NEXT MEETING** Mar. 29, 2017, Almonte Branch Meeting Room, 7:00 pm, Governance Training

**ADJOURNMENT**

**Moved by** George Seibel

**Seconded by** Wendy Hansen

**THAT** the meeting be adjourned.

**CARRIED**

The meeting adjourned at 9:15 p.m.

Signed:

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Anne Mason, Acting Board Chair

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Monica Blackburn, Recording Secretary