

**Mississippi Mills Public Library Board
Minutes**

**Regular Meeting
Thursday March 1, 2018, 7:00 pm
Pakenham Branch Meeting Room, MMPL**

Present:

Board: Councillor Val Wilkinson (Meeting Chair)
Mary Lou Souter (Chair)
Micheline Boucher
Anne Mason
Betty Mears
Wendy Hansen

Regrets:

Councillor Amanda Pulker-Mok
George Seibel
Danielle Wojtyniak

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

The Meeting Chair called the meeting to order at 7:10 p.m.

1) APPROVAL OF AGENDA

Moved by Mary Lou Souter
Seconded by Betty Mears
THAT the agenda be approved.

CARRIED

2) DISCLOSURE OF PECUNIARY INTEREST

a. None

3) APPROVAL OF THE MINUTES FROM JANUARY 31, 2018.

Moved by Anne Mason
Seconded by Wendy Hansen
THAT the MMPLB Regular Meeting minutes dated January 31st, 2018 be approved as amended.

CARRIED

4) DELEGATIONS/PRESENTATION

a. None

5) STAFF PRESENTATION(S)

- a. None

6) BUSINESS ARISING

a. Bylaws (Mary Lou Souter Reporting)

- i. Last spring the board made a motion to have an ad hoc committee review policy and bylaws using the Southern Ontario Library (SOLS) Trillium policies as templates, which were to be modified or strengthened as needed.
- ii. Since that time the SOLS Trillium sample bylaws have been reviewed, vetted and updated as of January 2018, reducing them from 6 bylaws to 4.
- iii. The board agreed to table the board's intention to adopt the Trillium bylaws until the next meeting.

b. Accreditation (Pam Harris Reporting)

- i. The next step toward accreditation would be the selection of a subcommittee to work on the elements highlighted by SOLS representative Peggy Malcolm in her presentation.
- ii. Mary Lou suggested the work be portioned out to a number of subcommittees rather than just one, and then have the individual parts brought together.
- iii. The subcommittees would look at the 7th edition guidelines, with an emphasis on those items identified as good but still in need of some work.
- iv. The board agreed to add accreditation subcommittee(s) selection to the next meeting agenda.

7) CORRESPONDENCE

a. Letter of Resignation: CEO/Chief Librarian

Moved by Mary Lou Souter

Seconded by Micheline Boucher

THAT the MMPLB accepts the resignation of CEO Pam Harris, effective June 29, 2018, with regrets.

CARRIED

b. CEO/Chief Librarian Search Subcommittee

- i. Pam provided to the board with some SOLS documents to assist with the recruitment process: "Your CEO/chief Librarian is Going to Retire: are you ready for it?" and "CEO Recruitment Guide".
- ii. The Recruitment Guide outlines 19 steps for recruitment, which essentially matches the steps followed by the board for the previous hire.
- iii. There are basically 4 options to work with for the CEO Search: have the town CAO act as the search manager (Diane Smithson performed this function for the previous hire); have the outgoing CEO act as the search manager; have a consultant act as manager/administrator with the board leading; hire a search firm to fulfill the task.
- iv. Discussion focused on the pros and cons of each option, the process and next steps.
- v. General consensus was that there was no need to deviate significantly from the previous

search process; however the recent vacancy in the town CAO position may require a change in how the search could be managed.

- vi. Mary Lou indicated she did not want to chair the committee but will sit on it as a resource.
- vii. Mary Lou volunteered to put out inquiries to other Library board chairs who have hired in the last 5 years to see how they managed the process.
- viii. The board agreed to have Mary Lou put together a chart of her findings to provide information.
- ix. The board agreed that Pam should be involved with the process as a resource.
- x. The board agreed that no information submitted to the board would go offsite, but rather would be kept and reviewed on library premises.
- xi. A number of current board members were part of the process undertaken for the previous search, and Wendy felt that much of the documentation would still be available.
- xii. The board agreed that in the interests of time a hiring committee should be established to start acting immediately.

Moved by Mary Lou Souter

Seconded by Wendy Hansen

THAT the MMPLB formally authorizes the establishment of a CEO/Chief Librarian Selection Subcommittee to undertake the search for the new CEO/Chief Librarian of Mississippi Mills Public Library, with the expertise and assistance from retiring CEO/Chief Librarian, as appropriate,

And Further,

That the CEO/Chief Librarian Selection Subcommittee be comprised of Board members Wendy Hansen, Danielle Wojtyniak, Anne Mason, Val Wilkinson, Mary Lou Souter and Pam Harris.

CARRIED

8) REPORTS

a. Chair's Report (Mary Lou Souter Reporting):

- i. The meeting with the Carleton Place Library Board representatives took place in Pakenham as scheduled, and the 2018 agreement was signed.
- ii. The CEO evaluation package was presented to committee members. Mary Lou would like to meet with the group within the next 7 days to have the final draft completed by March 21st, so it is ready to be submitted for approval at an In Camera meeting on March 28th.

b. CEO/Chief Librarian Report – Items arising from the Report (Pam Harris Reporting):

- i. The foyer art gallery will need a review in the in the coming year when the current administrators step down. Pam suggested this be included in the upcoming space needs assessment.
- ii. The contract for services of Library Tech has been extended by the Elizabeth Kelly Foundation Inc. until December 31st, 2018.
- iii. Discussion on changes to some lights at the Pakenham branch and options for payment.

c. Financial Statements YTD December 2017 (Pam Harris Reporting):

- i. Not yet available, but expected next week.
- ii. Once the December 2017 figures are available Pam will have them inserted into the annual

report and have the report printed.

d. Incident Report(s):

- i. Provided for information only.

9) OTHER/NEW BUSINESS

a. Report: Deferred Funds (Pam Harris Reporting):

- i. Report 1b replaces the original 1a.
- ii. Decision on how the deferred funds should be allocated.

Moved by Mary Lou Souter

Seconded by Betty Mears

THAT the MMPLB approves the allocation of the deferred revenues as described in the CEO's report of March 1st 2018 and showing \$6,446.66, to be applied to the Pakenham debt.

CARRIED

b. Local City and Town Council Motions Supporting the FOPL/OLA Budget Ask (Mary Lou Souter Reporting):

- i. It has been 30 years since the Ontario government has increased library funding
- ii. The Federation of Ontario Public Libraries (FOPL) and the Ontario Library Association (OLA) are requesting all individual library boards take a motion to their councils in support of a funding request. .

Moved by Mary Lou Souter

Seconded by Betty Mears

THAT the MMPLB write a letter in support of FOPL/OLA to convince the Ontario government to increase operating and pay equity grants to local public libraries.

CARRIED

Moved by Wendy Hansen

Seconded by Betty Mears

THAT the MMPLB request the Mississippi Mills Town Council to write a letter in support of FOPL/OLA to convince the Ontario government to increase operating and pay equity grants to local public libraries.

CARRIED

10) NEXT MEETING:

- a. 7:00 p.m. March 28th, 2018 at the Almonte Branch.
- b. Danielle Wojtyniak is the scheduled Meeting Chair.

11) ADJOURNMENT

Moved by Mary Lou Souter
Seconded by Wendy Hansen
THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 8:45 p.m.

Signed:

Val Wilkinson, Meeting Chair

Katherine Pillsworth, Recording Secretary