

**Mississippi Mills Public Library Board
Minutes**

**Regular Meeting
Wednesday April 26, 2017 7:00 pm
Almonte Branch Meeting Room**

Present:

Board: Micheline Boucher (Meeting Chair)
Anne Mason
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
Margo Hay-Goodings

As the Chair sent regrets, Pam called the meeting to order at 7:04 p.m.

1) APPROVAL OF AGENDA

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It was suggested that the order of items 5 a. and 5 b. be switched. Two items were added:
7.b.4. Discussion of the Special Ad Hoc committee and 8.b. George Seibel with a funding raising proposal.

Moved by George Seibel
Seconded by Amanda Pulker-Mok
THAT the agenda as amended be approved.

CARRIED

2) DISCLOSURE OF PECUNIARY INTEREST

a. None

3) APPROVAL OF THE MINUTES FROM MARCH 1 2017 AND MEETING NOTES FROM MARCH 29, 2017

Moved by Betty Mears
Seconded by George Seibel
THAT the minutes dated March 1, 2017, and the meeting notes from March 29, 2017 be approved.

4) DELEGATIONS/PRESENTATIONS

a) Margo Hay-Goodings presented elements of her position as Library Assistant, highlighting the Visiting Library Service and the Book Club, and her role in organizing Adult Programming such as the display at the Seniors' Expo and the recent National Canadian Film Day. She will be setting up a volunteer registry this summer and will look into the possibility of running a Film Club. Margo has been with the Almonte Public Library and Mississippi Mills Public Library for 24 years. Anne suggested using volunteers to help with special events and discussed the MP3 players for people with dementia/Alzheimer's.

5) BUSINESS ARISING

a) Procedural Rules and Meeting Etiquette.

Three handouts were distributed for information purposes only. Micheline explained that she did not see much difference between Robert's Rules and Bourinot's Rules other than Robert's Rules are more formal and Bourinot's Rules include a section specifically for Boards which is less formal.

Moved by Val Wilkinson

Seconded by Micheline Boucher

THAT the MMPLB accept the Bourinot's Rules and Board Meeting Etiquette as information.

CARRIED

Moved by George Seibel

Seconded by Danielle Wojtyniak

THAT the MMPLB suspend Sections 5.3.1, 5.3.2, 5.3.6 and Section 6.1 of the MMPLB Governance Policy 02 (By-Laws regulating the business of the Board) for the duration of the Board's current mandate.

CARRIED

Micheline Boucher took over the role of Meeting Chair.

b) Reports from OLA.

Micheline spoke about the key messages from OLA this year – messaging, communication, marketing, branding tag lines and trust is our biggest asset, namely the accountability of library staff and board members.

Monica attended four sessions this year. Copyright FAQs answered, highlighting the copyright laws around use of images on the internet; Middle Childhood Matters, Toronto City Library new middle childhood strategy; Kathy Reid-Naiman, songs and rhymes to celebrate the four seasons; and Customer Service like a Rock Star presented by Brian Pichman, focusing on how to build an effective team for customer service with a team approach.

6) CORRESPONDENCE

a) A letter had been received from a Visiting Library Service patron commenting on how much she appreciates the service Margo provides. It was suggested that this letter be used in the next

Newsletter. Pam will ask Margo to get permission from the writer.

- b) An email had been received from Learning in Almonte expressing their thanks for the Library collaborating with the Don Wiles appreciation tea.

7) Reports

a) Chair's Report – none.

b) Committee Reports

i) Ad Hoc Committee

(1) Code of Conduct

Monica presented the draft Library Board Code of Conduct and the draft Library Staff Code of Conduct. There was a lively discussion around both draft codes, resulting in a number of amendments to be made. Monica will discuss the suggestions with the Ad Hoc committee. The amended draft will be brought forward at the next Board meeting.

(2) Governance Policy – Duties and Responsibilities of Individual Board Members (Ad Hoc)

Betty will add the source to the document and will redistribute.

Moved by Betty Mears

Seconded by George Seibel

THAT The MMPLB adopt “Governance Policy-03: Duties and Responsibilities of Individual Board Members” as printed and distributed.

CARRIED

(3) Committee Structure – Committee of the Whole model (Ad Hoc)

Moved by Val Wilkinson

Seconded by Wendy Hansen

THAT the MMPLB rescind the motion passed on March 1, 2017 outlining changes to committee structures.

CARRIED

Moved by Danielle Wojtyniak

Seconded by Betty Mears

THAT the MMPLB adopt a “Committee of the Whole” structure, supported by specifically constituted ad hoc committees to research and make recommendations on individual topics.

CARRIED

(4) Special Ad Hoc Committee

As it was felt that the mandate of the Special Ad Hoc Committee had been met, it was moved that the Special Ad Hoc Committee be dissolved.

Moved by Betty Mears

Seconded by Val Wilkinson

THAT the Special Ad Hoc Committee be dissolved as its work is complete.

CARRIED

c) CEO/Chief Librarian Report

Anne asked about the outside lighting. An RFQ will go out in June. Danielle offered her expertise.

d) Financials: March YTD

Pam will have the expense of the Early Literacy Station recoded to reflect it was purchased with grant money.

There was a discussion around the solar panels and the need to move the Library server, and the cost associated with that move.

e) Incident Report: None

8) Other/New business

a) Report for information: Community Ovens

Anne asked about the danger of fire, as the community oven would be close to the Library. Pam explained that the oven would be contained, with the key available at the Library to people who had received the mandatory training.

b) George Seibel presented a Memorial Donations fund raising proposal. He asked the Board for permission to approach local Funeral Homes to ask the Funeral Directors to include the Mississippi Mills Public Library on the list of possible memorial options.

Moved by George Seibel

Seconded by Val Wilkinson

THAT the MMPLB give approval to set up a funding system using memorials and that the CEO will provide a report.

CARRIED

NEXT MEETING May 31, 2017, Almonte Branch Meeting Room, 7:00 pm

Meeting Chair will be Wendy Hansen

ADJOURNMENT

Moved by George Seibel

Seconded by Val Wilkinson

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 9:50 p.m.

Signed:

Micheline Boucher, Meeting Chair

Monica Blackburn, Recording Secretary