

**Mississippi Mills Public Library Board
Minutes**

**Regular Meeting
Wednesday May 31, 2017, 7:00 pm
MMPL Almonte Branch Meeting Room**

Present:

Board: Mary Lou Souter (Chair)
Anne Mason
Micheline Boucher
Betty Mears
George Seibel
Danielle Wojtyniak
Councillor Val Wilkinson

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

Regrets: Wendy Hansen
Stuart Langstaff
Councillor Amanda Pulker-Mok

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

1) APPROVAL OF AGENDA

Moved by Val Wilkinson
Seconded by George Seibel
THAT the agenda be approved.

CARRIED

2) DISCLOSURE OF PECUNIARY INTEREST

a. None

3) APPROVAL OF THE MINUTES FROM APRIL 26, 2017.

Moved by Val Wilkinson
Seconded by Micheline Boucher
THAT the minutes dated April 26th, 2017 be approved as amended.

CARRIED

4) DELEGATIONS/PRESENTATIONS

- a) None

5) BUSINESS ARISING

a) **Library Codes of Conduct (Ad Hoc Committee, Monica Blackburn Reporting):**

- i) Minimal changes to the previous version of the Library Board Code of Conduct document were sent out by email.
- ii) Comments that were submitted by email to the committee May 30, 2017 are under review.

Moved by Micheline Boucher

Seconded by George Seibel

THAT the Ad Hoc Code of Conduct Committee recommends the MMPL Board adopt the Mississippi Mills Public Library Board Code of Conduct as presented.

- iii) The board discussed the document in depth.
- iv) Val presented some of the points provided via email by Amanda Pulker-Mok, who was unable to attend the meeting in person.
- v) Following the discussion the committee was asked to make some further changes to terminology and document structure.
- vi) The committee agreed to re-frame item number 5 under Professional Conduct for presentation at the June meeting.
- vii) It was noted that some of the Code of Conduct items may have to be included in library policy at a future date.

Moved by Micheline Boucher

Seconded by Betty Mears

THAT the motion be deferred until the next meeting.

CARRIED

b) **Meeting Guidelines (Micheline Boucher Reporting)**

- i) Meeting etiquette documents distributed at the previous meeting were provided and accepted for information purposes only.

c) **Pakenham Expansion Project (Mary Lou Souter Reporting):**

- i. Construction Update
 - Construction is proceeding very well, and is currently on track.
- ii. Fundraising Update
 - Fundraising is also going well.
 - A number of fundraising events are currently in the planning stages under individual chairs, including a "Nine and Dine" golf tournament; Jazz in House; collaboration on Fern Martin's current play; a licensed raffle and the compilation of a direct appeal package.
 - The raffle license was cleared as of May 31, 2017.

6) STAFF PRESENTATIONS

- a) None.

7) CORRESPONDENCE

- a) None

8) REPORTS

a) Chair's Report (Mary Lou Souter Reporting) - Items arising from the Report:

- i) Mary Lou summarized the items presented in the report from the spring Trustee Council Meeting in Winchester on April 29th, 2017.
- ii) Highlighted was a recommendation for all trustees to read the "Discussion Paper Towards More Effective Public Libraries in the Context of the New Ontario Culture Strategy" posted on the internet.
- iii) Funding for libraries will be under scrutiny as part of the Ontario libraries funding review, which means aligning with the ministry goals will be need to be addressed for ongoing funding.

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

- i) Pam provided a summary of her report.
- ii) Discussion of ongoing vandalism issues which included the incidents on May 10th when teenage boys were on the roof interfering with the solar panels, and on May 11th when a fully discharged library fire extinguisher was found by a patron in Gemmill Park.
- There was some question and answer re. exterior lighting
- Anne Mason left the room around 9 p.m.

c) Financial Statement YTD April 2017 (Pam Harris reporting):

- i) Overspending under Administration was attributed to consulting fees and is not an issue for the remainder of the year.
- ii) There is no Ontario government being provided for students to run the summer program this year, however there is some funding from the Elizabeth Kelly Foundation which will make a modified program possible.

d) Incident Report

- i) See the CEO/Chief Librarian Report.

9) OTHER/NEW BUSINESS

a) All Staff Day (Pam Harris Reporting):

- i) An all day staff day is scheduled for June 15th, 2017.
- ii) Staff will be focusing on: a work plan for the Strategic Plan; operational hours; opening hours; and budget.

b) Accreditation (Mary Lou Souter and Betty Mears Reporting):

- i) Policy review and planning priorities need to be addressed.
- ii) There have been no new MMPL policies since June 2016, and an effort needs to be made to get policy going forward.
- iii) On May 29th, 2017 SOLS presented an item outlining the benefits of accreditation.
- iv) Betty distributed a document summarizing an article by Peggy Malcolm of SOLS ("Benefits of Accreditation for Ontario Libraries" Municipal World- December 2013) for review.
- v) To achieve accreditation some of the current MMPL policies may need to be updated and new ones put in place.
- vi) A free accreditation pre-audit was done in 2013 which highlighted policy/planning gaps which need to be addressed before MMPL can obtain accreditation.
- vii) The final audit is fee based and requires the library meet 90% of the guidelines to be approved for accreditation.
- viii) To proceed further we need a model to overcome some of the issues that have arisen over setting policy and planning, and the sample policies available from SOLS Trillium Policies may be the answer. The Trillium documents are available online from the SOLS site on the homepage under "Our Services". Scrolling to the bottom of the page will take you to the "Sample Policies" item.

Moved by Betty Mears

Seconded by George Seibel

THAT the MMPL Board agrees to work towards Ontario Public Library accreditation to be achieved by the end of 2018. In doing so, the MMPL Board commits to using the Trillium Sample Policies as a Policy Review Guide."

CARRIED

c) Motion to Approve Hiring Processing Assistant:

Moved by Val Wilkinson

Seconded by George Seibel

THAT the MMPL Board approve the hiring of Berta Madrigal Abaroa for the position of processing assistant.

d) Support for a Joint Book Sale with MMYC (George Seibel Reporting):

- i) The Mississippi Mills Youth Club is interested in holding another book sale with the library in currently being planned for in mid-October.
- ii) The split for this sale would be 50/50 between the MMYC and the library.
- iii) Work is underway to create a poster for the sale.

Moved by Val Wilkinson
Seconded by George Seibel

THAT the MMPL enter into a partnership with the Mississippi Mills Youth Club (MMYC) for a joint book sale.

CARRIED

e) Ad Hoc Committees:

- i) Creating ad hoc committees is deferred to the next meeting.

10) NEXT MEETING

June 28th, 2017, MMPL Almonte Branch Meeting Room, 7:00 pm

11) ADJOURNMENT

Moved by George Seibel
Seconded Micheline Boucher

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 9:20 p.m.

Signed:

Mary Lou Souter, Meeting Chair

Katherine Pillsworth, Recording Secretary