

**MISSISSIPPI MILLS PUBLIC LIBRARY BOARD**

Minutes

Regular Meeting

Thursday June 29, 2016

Almonte Branch, 7:00 p.m.

**Present:**

Mary Lou Souter (Chair)

**Board:**

Anne Mason (Vice Chair)

Micheline Boucher

Wendy Hansen

Betty Mears

Danielle Wojtyniak

Stuart Langstaff

George Seibel

Councillor Val Wilkinson

**Regrets:**

None

**Staff:**

Pam Harris, CEO/Chief Librarian

Katherine Pillsworth, Recording Secretary

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The Chair called the meeting to order at 7:05 p.m.

**1) APPROVAL OF AGENDA**

**Moved by** George Seibel

**Seconded by** Micheline Boucher

**THAT** the agenda be approved.

**CARRIED**

**2) DISCLOSURE OF PECUNIARY INTEREST**

a. None

**3) APPROVAL OF THE MINUTES FROM MAY 25, 2016**

**Moved by** Val Wilkinson

**Seconded by** George Seibel

**THAT** the regular minutes dated May 25th, 2016 be approved as amended.

**CARRIED**

**4) DELEGATIONS/PRESENTATIONS**

a) None

**5) BUSINESS ARISING**

a) Consultant (Stuart Langstaff reporting)

- The committee has convened twice following the May 25<sup>th</sup> MMLB meeting.
- After investigating fees for a mediation consultant it was determined that the daily fee would run between \$1,500.00 and \$3,000.00 per day which would translate to a total cost of about \$5,000.00 to \$12,000.00.
- They would like to proceed by consulting staff on the options available to resolve the issue in question:
  - (i) working under the Standing Grievance Policy;
  - (ii) working with a mediator;
  - (iii) getting a consensus from the parties involved, without pursuing the issue further, with the understanding that future problems will be satisfactorily resolved or prevented. As part of this resolution documentation delineating the role of the board and board members will have to be developed.

## 6) CORRESPONDENCE

- a) Thank You Letter from Elizabeth Kelly Foundation Representatives expressing appreciation for the Wine and Cheese event held on their behalf.
- b) An Appreciation Card for Margo Hay-Goodings from the Almonte Book Club.
- c) A Children's Card listing what they like about the library.

## 7) REPORTS

### a) Chair's Report/Facilities Report (Mary Lou Souter reporting):

- The Pakenham expansion plan is proceeding:
  - (i) June 7<sup>th</sup>, 2016 the plan was approved by Mississippi Mills Council.
  - (ii) Some minor footprint changes have been made since.
  - (iii) July 15<sup>th</sup>, 2016 the architects will be looking for final approval of the concept plan.
- A temporary space for the Pakenham branch to operate during renovations has yet to be secured, various options are still being investigated.
- The summer will be very busy with the renovation project underway.

### b) Committee Reports:

#### i. Book Sale Committee (Mary Lou Souter reporting):

- On June 7<sup>th</sup>, 2016 Anne submitted her resignation from the committee.
- The town will not be able to store books or provide the storage space as a venue for a sale.
- Under the current circumstances it might be better to forgo a book sale this year, but concentrate instead on fundraising for the furniture and fixtures for the Pakenham renovation which are not covered by the expansion grant.

#### ii. Policy (Betty Mears reporting):

- The committee met June 22<sup>nd</sup>, 2016, and worked on 4 policies – 2 have been carried over from last month and 2 others have undergone revisions.
- The Children's Services Policy vote will be postponed until the next meeting.

**Moved by** Betty Mears

**Seconded by** Wendy Hansen

**THAT the board** accept the Accessibility Policy as distributed, which supersedes the policy of April 2008.

Anne Mason abstained.

CARRIED

**Moved by** Betty Mears

**Seconded by** George Seibel

**THAT the board** accept the Recruitment Policy as distributed and amended.

CARRIED

iii. Outreach (Micheline Boucher reporting):

- The Committee was unable to meet formally this month, a number of members were unavailable due to other commitments.
- Danielle did new posters advertising the library tote bags.
- The business cards for the Board members were distributed.
- The Committee has agreed to help with a garage/community sale in conjunction with the Pakenham Fair scheduled for August 13<sup>th</sup>, 2016 as part of the expansion initiative. Danielle will do posters for the event as well.

iv. Strategic Planning (Wendy Hansen reporting):

- No news currently, but the committee will have a report next month.

v. Finance (Mary Lou Souter reporting):

- The audited statements were received this morning for review, and Mary Lou will be forwarding them to the board members within the week.
- Any subsequent questions can be forwarded to Mary Lou.

**c) CEO/Chief Librarian Report (Pam Harris reporting)**

- The summer programs will start next Monday in Almonte and Tuesday in Pakenham respectively. Almonte's registration has been good, and Pakenham is a drop-in program.
- Registration literacy program has also been good.

**d) Financial Report – May YTD (Pam Harris reporting)**

- The Maintenance line for Almonte is overspent due to the refurbishing required after the flood.
- The Almonte server collapsed in June which will require taking funds from the equipment line to cover upcoming costs.

**e) Incident Reports**

- There were 2 incident reports this month, both involving teens at the Almonte branch.
- One incident involved a minor assault, but although the police were contacted no charges were laid.
- The second incident involved some teens who were intoxicated outside the library during closing.

**8) OTHER/NEW BUSINESS**

a) None

**9) NEXT MEETING**

**Regular Meeting - September 28th, 2016; Pakenham Branch  
7:00 to 9:00 pm**

**10) ADJOURNMENT**

**Moved by** Stuart Langstaff  
**Seconded** Wendy Hansen  
**THAT** the meeting be adjourned.

**CARRIED**

The meeting adjourned at 7:44 p.m.

Signed:

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Mary Lou Souter, Board Chair

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Katherine Pillsworth, Recording Secretary