

**Mississippi Mills Public Library Board (MMPLB)
Minutes**

**Regular Meeting
Wednesday September 27, 2017, 7:00 pm
Almonte Branch Meeting Room, MMPL**

Present:

Board:

Anne Mason (Meeting Chair)
Mary Lou Souter (joined the meeting at 7:35 p.m.)
Micheline Boucher
Wendy Hansen
Betty Mears
George Seibel
Danielle Wojtyniak
Councillor Amanda Pulker-Mok
Councillor Val Wilkinson (excused herself from the meeting 9:55 p.m.)

Regrets:

Stuart Langstaff

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

CARRIED

2) APPROVAL OF THE MINUTES FROM JUNE 28TH AND AUGUST 30TH, 2017.

Moved by George Seibel
Seconded by Val Wilkinson
THAT the MMPLB Regular Meeting minutes dated June 28TH, 2017 be approved as amended.

CARRIED

Moved by Wendy Hansen
Seconded by Betty Mears
THAT the MMPLB Special Meeting minutes dated August 30th, 2017 be approved.

CARRIED

3) DISCLOSURE OF PECUNIARY INTEREST

a. None

4) DELEGATIONS/PRESENTATION

a. None

5) BUSINESS ARISING

a. Capital Budget Revision (Pam Harris Reporting)

- i. The original 2018 Capital Budget had to be reduced, this was accomplished by removing requests for accessible doors and HVAC at the Almonte.
- ii. Danielle inquired about the furnace which had been a request in the 2018 budget. The furnace was serviced to hold over for the 2017-18 heating year. A request for a new unit will be made for 2019 in the meantime.

Moved by Danielle Wojtyniak

Seconded by Betty Mears

THAT the MMPLB accept the revised Capital Budget as presented.

CARRIED

b. Strategic Plan Brochure (Mary Lou Souter Reporting)

- i. The brochures can be printed at Staples at a cost of 500 brochures for \$350.00 plus tax, or 100 copies for \$156.00 plus tax.
- ii. The board agreed to go ahead with an order for 500 brochures at \$350.00 plus tax to ensure maximum distribution.
- iii. Mary Lou requested some assistance to bring the brochures project to completion. Specifically in reviewing and finalizing the presentation format, several variations of which have been created for review by the board, however Mary Lou does not have the software to make this information easily available to everyone.
- iv. Anne and Danielle agreed to go forward with the project. Danielle will work with Mary Lou's files using Adobe Illustrator and create a PDF that can be reviewed by board members for comment.
- v. Amanda also offered to help with any edits that may result from the board input/changes.

6) STAFF PRESENTATIONS

a. None

7) CORRESPONDENCE

a. Letter from Stuart Langstaff

- i. Trustee Stuart Langstaff submitted a letter of resignation to the board chair effective September 1, 2017.
- ii. Val requested a copy of the letter be circulated to the board members, and also that some form of follow-up would be appropriate.
- iii. Wendy echoed this request and would like any similar correspondence forwarded to the board members upon receipt.
- iv. Mary Lou will contact Stuart with a formal letter, and include an invitation to provide some form of follow-up or elaboration on his decision should he wish that.
- v. The board wishes to extend their appreciation to Stuart for his service on the board.
- vi. Anne will look after a formal token of that appreciation. The board agreed all contributions for a gift will be requested on a voluntary basis, and the total to be subsequently spent should not exceed \$100.00.

Moved by Mary Lou Souter

Seconded by Danielle Wojtyniak

THAT the MMPLB accept the resignation tendered by Trustee Stuart Langstaff with regrets.

CARRIED

- vii. The board agreed this position will remain vacant because the board had been expanded in 2017 by one position as part of the workplace restoration process and this will bring the number back to status quo.

8) REPORTS

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

- i. A sincere thank you to Danielle for hosting the summer barbeque.
- ii. Due to personal considerations which could impact continuing in her current capacity as board member and chair, Mary Lou has committed to letting the board members know should any problems arise.
- iii. Val inquired about process for having someone stand in for the board chair if required. Pam assured the board that under the By Laws the chair is free to delegate if that proves to be necessary.
- iv. George stated that the board is standing with Mary Lou and will step-in as required.

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

- i. It was a very busy summer, although programming was reduced due to the Pakeham renovations.

- ii. Feedback on the TD Tutoring program was very good.
- iii. The community oven project has been delayed due to a lack of bricks. Val may be able to provide a donation of materials she has to help.
- iv. Some changes have been planned for the Almonte branch front foyer. Val is interested in seeing it look less cluttered. Pam is currently getting quotes to put in some closed off doors/a wall for the foyer, and screens with a logo to block seeing inside the storage room window. The wall, door and blind will cost approximately \$1,000.00.
- v. Both Val and Wendy pointed out that changing the foyer may require input from the town, or at least notification so that they are aware of the changes for safety planning purposes.
- vi. Pam will notify the town of any changes.
- vii. Wendy requested clarification on the re-configuration of the Pakenham part-time positions.

c. Pakenham Expansion Project Building Committee Update (Pam Harris Reporting):

- i. The project is moving ahead very well – all of the windows are now in, with the exception of one at the entrance; painting is basically completed; carpet is in; the lights are in; the fireplace has been installed; shelving is about to go back in.
- ii. There will be another meeting next week, but currently occupancy is solid for October 20th, despite the 4-6 week delay due to a problem with windows.

d. Pakenham Community Fundraising Committee Update (Betty Mears Reporting):

- i. There was a meeting last week, and the committee is confident they will meet the \$25,000.00 goal.
- ii. To date money has been gathered from the Trivia Night; general donations; a Civitan commitment; the Hub commitment.
- iii. Upcoming events include the Book Sale; Jazz in House; Fern Martin's play.
- iv. Mary Lou reported on the Book Sale scheduled for October 21st and 22nd. This year the community is being encouraged to donate books to the sale. Drop off for these books is scheduled for the Saturday preceding the actual sale (1 week before). Volunteers will be there to accept donations from 10am-4pm.
- v. George inquired as to what type of books were of interest. Anne suggested those in good physical condition; romance; thrillers; puzzles; CDs and DVDs. Anything left over from the sale can be sent on to another Youth Book Sale, Better World Books or potentially the High School.

e. Financial Statements YTD June, July and August 2017 (Pam Harris Reporting):

- i. In the August Statement the Almonte salaries are slightly overspent due primarily to the

Literacy Tutor expense which will be reimbursed by the Elizabeth Kelly Foundation.

- ii. Almonte heat and water lines are over budget. The heat reflects the cold winter, but there no specific reason for the water overage. Danielle suggested checking for any leaks in the building to account for the water usage. Anne also suggested checking with the town to see if the rates had gone up which would also account for the increased water use.
- iii. The workplace restoration project expenses have impacted the Almonte administration line, but should be sorted out by end of year.
- iv. The Pakenham salaries are underspent due to reduced staffing requirements in the temporary location.
- v. The Pakenham computer and capital facilities lines are underspent, but will be used for final renovations.
- vi. Wendy observed that the 2016 revenue number for the Elizabeth Kelly Foundation seems to change from month-to-month. It is Functional Revenue line 4-105-1055-0119. Pam will look into this.

f. Incident Report

- i. None.

9) POLICY

a. Updates to HR-02, HR-03; For Information: Procedures for Registering Complaints or Grievances (Appendix to HR-02) and Schematic for Procedures for Registering Complaints or Grievances & HR-03 Risk Assessment Templates (Betty Mears Reporting):

- i. HR-02 required updates because of gaps identified in the complaint process during the workplace restoration process.
- ii. Anne commented that the complaint resolution procedure provided does not match the municipality complaint procedure, for example the records retention system. Betty pointed out that when the board policy was first drawn up it was done alongside the town policy, but did deviate at times. However the policies do meet all legislative requirements. Pam also confirmed that Library Board Policy does not match all of the town policy.
- iii. Pam will send the updated version HR-02 to the board, the version in the meeting package was not the latest version. Comments should be sent to Pam one week from receipt of the updated version of HR-02.

Moved by Betty Mears

Seconded by George Seibel

THAT the MMPLB accept revisions to MMPL Policy HR-02.

Moved by Val Wilkinson

Seconded by Mary Lou Souter

THAT the MMPLB defer the motion to accept revisions to MMPL Policy HR-02 until the next meeting.

CARRIED

- iv. HR-03 required changes reflecting mandated legislative changes which have recently been put in place. Two new procedural aspects of the legislation have required a new version of the HR-03 Appendix. A checklist of what is being done for Risk Assessment must be included in the policy.

Moved by Danielle Wojtyniak

Seconded by Mary Lou Souter

THAT the MMPLB accept as amended the Risk Assessment Summary and the Workplace Risk Assessment Template Appendices revisions to MMPL Policy HR-03.

CARRIED

10) OTHER/NEW BUSINESS

a. Code of Conduct – Information (Val Wilkinson Reporting):

- i. Val provided a document regarding Codes of Conduct to the board to be attachment to the minutes for information purposes only. The contents/merits of the document cannot be discussed without following the process for reconsideration.
- ii. Amanda observed some discussion was needed to ensure there was adequate clarification on the differences between reconsideration versus amendment of a motion or clause.
- iii. Mary Lou provided a document referencing Bourinot's Rules of Procedure outlining the "Procedure for Reconsideration of a Motion". As of the June 2017 meeting the Code of Conduct has been approved by the board, any changes require an emailed request for reconsideration of a clause which goes onto the next meeting agenda. At that meeting only the motion to reconsideration or rescind a motion can be discussed and voted on. If passed the item can be placed on the agenda for the next regular meeting.

b. Volunteer for the Friday October 27th, 2017 Vernissage

- i. Anne and George volunteered to handle the evening.

c. In Camera Rise and Report, Personnel Matters

Moved by Anne Mason

Seconded by Mary Lou Souter

That the MMPLB meeting move to “in Camera” at 9:55 p.m. to address a topic pertaining to personnel matters about identifiable individuals, including municipal or local board employees; specifically concerning the CEO/Chief Librarian performance review and employment status.

Furthermore, the CEO/Chief Librarian shall remain in the room for the discussion regarding employment status.

CARRIED

Moved by Mary Lou Souter

Seconded by Amanda Pulker-Mok

That the MMPLB return to regular session at 10:11 p.m.

CARRIED

i. Employment Status

Moved by Betty Mears

Seconded by Mary Lou Souter

That the MMPLB recommend that employee 0706 be converted to permanent part-time status effective immediately and that she be moved to Step 2 of Band 181-220 January 1, 2018.

CARRIED

ii. CEO Performance Review

Moved by Mary Lou Souter

Seconded by Anne Mason

That the MMPLB accept for information the performance review findings for 0670 and recommend to Step 5 of 601-650 band of the Municipality of Mississippi Pay Scale effective her anniversary date of October 7, 2016.

CARRIED

iii. Staff Updates

Pam updated the board on changes in staffing due to the Pakenham Expansion project

11) NEXT MEETING October 25, 2017, Almonte Branch, 7:00 pm

12) ADJOURNMENT

Moved by George Seibel
Seconded Micheline Boucher
THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 10:20 p.m.

Signed:

Anne Mason, Acting Chair

Katherine Pillsworth, Recording Secretary