

MISSISSIPPI MILLS PUBLIC LIBRARY BOARD

Minutes

Regular Meeting

Wednesday September 28, 2016

Pakenham Branch, 7:00 p.m.

Present:

Board: Mary Lou Souter (Chair)
Anne Mason (Vice Chair)
Micheline Boucher
Wendy Hansen
Betty Mears
Danielle Wojtyniak
Stuart Langstaff
George Seibel
Councillor Amanda Pulker-Mok

Regrets: None

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

The Chair called the meeting to order at 7:00 p.m.

1) APPROVAL OF AGENDA

Moved by Micheline Boucher
Seconded by Betty Mears
THAT the agenda be approved.

CARRIED

2) DISCLOSURE OF PECUNIARY INTEREST

a) None

3) APPROVAL OF THE MINUTES FROM JUNE 29TH, JULY 14TH, AND AUGUST 31ST 2016.

Moved by Danielle Wojtyniak
Seconded by Betty Mears
THAT the regular minutes dated June 29th 2016, the special minutes dated July 14th 2016 and the special minutes dated August 31st 2016 be approved as amended.

CARRIED

4) DELEGATIONS/PRESENTATIONS

a) None

5) BUSINESS ARISING

- a) None

6) CORRESPONDENCE

- a) A letter of appreciation addressed to Monica Blackburn.
- b) A thank you card from Counsellor Val Wilkinson.
- c) A letter of appreciation from a Pakenham volunteer.

7) REPORTS

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

- i. The Pakenham Branch expansion plan:
 - Technical plans from the architect are expected to be completed by the end of the week.
 - Fundraising ideas for new library furniture and fixtures are currently being developed.
 - The school contract for the temporary Pakenham branch is under internal review, and has yet to be signed.
 - The Upper Canada District School Board has issued a preliminary report on potential school closures for 2017, which currently includes Pakenham Elementary School. This development could impact the library expansion plan.

Moved by Betty Mears

Seconded by Danielle Wojtyniak

THAT in light of the Upper Canada District School Board news release regarding potential school closures, including the Pakenham Public School, and any proposal which could alter the current Pakenham Branch renovation project, the Board wishes to confirm its desire to go forward with the library expansion plan to ensure that the project is substantially complete by June 30, 2017 under the terms of the Canada 150 Infrastructure Grant.

CARRIED

- ii. 2017 Budget:
 - Potential budget cuts are currently under review, however mandatory step increases and loss of funding will create an issue for being able to comply.

b) Committee Reports:

- i. Strategic Planning (Wendy Hansen reporting):
 - The committee met Tuesday September 27th.
 - The strategic plan report is currently on track and on time.
 - The draft report presented includes responsibilities for individual chapters.
 - The library survey is set to close after Thanksgiving.
 - Survey Gizmo will continue to be rented for one more month.
 - The Algonquin college students are currently working on their write-up.
 - Electronic reports will be going to the board.
 - The students who have been participating in gathering data for the plan will be presenting their

findings at the October Board Meeting.

- A facilitated external brainstorming session is planned for the week of October 24th, 2016 with members of the community including business leaders and politicians.
- The internal session has already been completed.
- Both internal and external reports will in the annex of the final report.

ii. Facilities (Stuart Langstaff reporting):

- The Almonte branch attic insulation is disintegrating and must be fixed, however the required designated substance analysis has indicated a problem requiring protected environment removal.
- The cost of the project is now over the original \$25,000.00 2016 capital request.
- The town's facilities manager has helped to draw up a request for quotes for what are now two jobs – the main strapping job and the removal job.

iii. Personnel:

Moved by Anne Mason

Seconded by Micheline Boucher

THAT the Mississippi Mills Public Library Board meeting move to “in camera” at 8:12 p.m. to address a topic pertaining to personnel matters about identifiable individuals, including municipal or local board employees; specifically concerning salaries.

Furthermore, the CEO/Chief Librarian shall remain in the room.

CARRIED

Moved by Anne Mason

Seconded by Danielle Wojtyniak

THAT the Mississippi Mills Public Library Board returns to regular session at 8:21 p.m.

CARRIED

Rise and Report

Moved by Anne Mason

Seconded by Betty Mears

That the Mississippi Mills Public Library Board approves the recommendation to move employee #0706 to Step 2 of Band 351-400 following a successful performance review.

CARRIED

Moved by Betty Mears

Seconded by George Seibel

THAT Val Wilkinson remain on the Ad Hoc Committee until Completion.

CARRIED

iv. Outreach (Micheline Boucher reporting):

- The committee met on September 16th 2016.
- The Pakenham Fair day book sale raised approximately \$200.00 - about the same amount of money as in previous years despite the inclement weather.
- The Library Mascot idea is still deemed a viable idea, and Danielle is currently working on a

new advertising poster for the initiative.

- The next priority is to raise money for the Pakenham branch expansion fixtures and furniture.
- Current expansion ideas include involving the community, and to date the Civitan club has expressed interest in participating.
- A sub-committee will be formed to handle two big events, with the intent of raising \$60,000.00 to \$70,000.00

c) CEO/Chief Librarian Report – Items arising from the Report (Pam Harris reporting)

- The summer programs were busy.
- A number of staffing changes occurred over the summer period.
- As part of the strategic plan, hours of operation will be reviewed.

d) Financial Statement Report – June, July, August YTD (Pam Harris reporting)

- There have been a number of unexpected costs relating primarily to IT issues, but also arising from damage due to vandalism.
- Other areas are basically fine.

e) Incident Report Summary (Pam Harris reporting)

- A number of problems arose over the summer at the Almonte branch involving local teens.
- One recommendation to help resolve incidents was to install cameras, however Anne Mason reported that cameras can be a liability issue unless they are regularly monitored and recordings taken.
- A second recommendation was to install bright lights to ensure any dark areas are illuminated.

f) Library Usage Statistics (Danielle Wojtyniak reporting)

- The format of the usage report has not changed significantly from the last draft.
- Anne Mason inquired about how skating passes are reported – they are currently included with the museum passes.

8) OTHER/NEW BUSINESS

a) Book Sale

- George Seibel is looking at an out-of-library book sale in partnership with the Mississippi Mills Youth Centre as a joint fundraiser to be held sometime in mid-November - between the 17th and 20th.
- The Youth Centre has already pulled together material for the sale, and the library can add what they have available.
- 2/3 of the money earned would go to the Youth Centre and 1/3 to the library.

Moved by George Seibel

Seconded by Micheline Boucher

THAT the board have an out-of-library book sale partnering with the Mississippi Mills Youth Centre.

CARRIED

9) NEXT MEETING

**Regular Meeting – October 26th, 2016 Almonte Branch
7:00 to 9:00 pm**

10) ADJOURNMENT

Moved by Betty Mears
Seconded Micheline Boucher
THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 9:00 p.m.

Signed:

Mary Lou Souter, Board Chair

Katherine Pillsworth, Recording Secretary