

Mississippi Mills Public Library Board (MMPLB)
Minutes
Regular Meeting
Wednesday October 25, 2017, 7:00 pm
Almonte Branch Meeting Room, MMPL

Present:

Board:

Betty Mears (Meeting Chair)
Micheline Boucher
Danielle Wojtyniak
Councillor Amanda Pulker-Mok
Councillor Val Wilkinson

Regrets:

Mary Lou Souter
Wendy Hansen
Anne Mason
George Seibel

Staff:

Pam Harris, CEO/Chief Librarian
Monica Blackburn, Recording Secretary

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

1) APPROVAL OF AGENDA

Moved by Val Wilkinson
Seconded by Micheline Boucher
THAT the agenda be approved.

CARRIED

2) APPROVAL OF THE MINUTES FROM SEPTEMBER 27, 2017.

Val Wilkinson requested that the pages of the minutes be numbered. Some discussion was had around the level of detail in the minutes.

Moved by Val Wilkinson
Seconded by Amanda Pulker-Mok
THAT the MMPLB Regular Meeting minutes dated SEPTEMBER 27, 2017 be approved as amended.

CARRIED

3) DISCLOSURE OF PECUNIARY INTEREST

a. None

4) DELEGATIONS/PRESENTATION

- a. None

5) STAFF PRESENTATIONS

- a. None

6) STAFF PRESENTATIONS

- a. None

7) CORRESPONDENCE

- a. None.

8) REPORTS

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

Mary Lou was unable to attend the meeting, but had spoken to Betty Mears in the afternoon.

Betty relayed some information from Mary Lou:

- i. The Big Bargain Booksale cleared over \$4000, the Library share is slightly over \$2000. Many thanks from the Board and Staff to Mary Lou for her hours of hard work to make this such a success.
- ii. The upcoming JazzNHouse is sold out.
- iii. There is a call out for volunteers to help at the front of the house during the Peak at Pakenham performances on Friday evening and Saturday matinee and evening.

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

- i. Clarification was requested regarding the junior non-fiction being moved into the adult non-fiction, and the weeding of the adult non-fiction collection. Monica explained that the current adult non-fiction circulates about 16% of the total circulation, but is about 19% of the collection holdings. It is the hope that the collection holdings will reflect the circulation percentages. In order to achieve that about 1 in 6 of the non-fiction collection will be weeded. Once that is complete, the junior non-fiction material (targeted to older children) will be integrated into the adult non-fiction section.
- ii. Val asked about the progress of the new storage area in Almonte. Pam reported that she asked Diane about it, who said that the Library could proceed and didn't need her approval. Pam also checked to make sure that a building permit was not required. Quotes are still being sought.
- iii. It was asked if staff presentations are still going to be happening. Pam said she would ask

Katherine to do hers at the November meeting.

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

- i. The move from the temporary school location to the Branch took place today, despite the fact that we do not yet have official occupancy. Katherine had everything well organized and things proceeded quickly. Katherine, Karen and Sheila had packed up the temporary location, and everything but the computers have now been moved. The shelving is being installed. The old shelving which had been custom built by Richie Argue has been cut down and reconfigured. Katherine has ordered the office furniture taking care to take staff considerations and workspace into account. There will be a Sneak Peak for the volunteers, Board members and staff on Monday, November 6 between 10:00 and 4:00.
- ii. Betty commended Pam for an amazing job throughout the process, being on top of everything, and credits Pam with the positive outcome.
- iii. Pam reported that the former Governor General and his wife are unable to attend the grand opening, as they will be in Winnipeg attending a commendation of their own.

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

- i. Fundraising is now over \$18,000. This amount does not yet include the proceeds from the Book Sale, JazzNHouse or the play.

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

- i. Pam has asked the Town about the water bill, but does not yet have an answer.
- ii. Danielle asked if the magazine line was accurate and Pam explained that magazines are purchased near the end of the year, all at once.
- iii. It was explained that the workplace restoration cost comes out of the M & S line.
- iv. It was asked at the last meeting why the EKLF line changes from month to month. This happens because the YTD reflects moneys spent up to a given month, so will change monthly.

f. Incident Report

- i. There was one incident involving two teen boys. One boy felt he was being bullied and texted his mother about it. Pam had both boys and the mother into her office to discuss the situation. The boys agreed that they could still use the Library, but not talk to each other. This seems to be working without any further incidents. Pam has encouraged staff to do more walk-about.

a. HR-02

Pam has sent out the correct version of HR-02. It was requested that this matter be deferred to the November meeting.

Moved by Amanda Polker-Mok

Seconded by Val Wilkinson

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

CARRIED

b. By Laws

Pam reminded everyone that work on our by-laws and governance will be on the agenda for the next meeting. She will be sending out drafts documents based on the Trillium documents by email. Betty mentioned that a decision had been made several months ago that the Board would use the Trillium models as a good base for our own documents.

10) OTHER/NEW BUSINESS

- a.** Micheline expressed her hope that the Board would be moving forward on the Annual Report, Strat Plan brochure, work plan and accreditation. Danielle and Amanda will be working on the Strat Plan brochure.
- b.** Pam is hoping to have the staff work plan and the staff workload report completed in December.
- c.** It was felt that January 2018 would be a good time to release the Annual Report for 2017.
- d.** It was asked that the work task list table for the Board be reinstated. Pam said she would do that.
- e.** Micheline felt that the Board should do a yearly self-evaluation (individually and as a whole) as part of accreditation. She has relevant forms and information.
- f.** Pam suggested that the motion previously passed by the Board approving a Committee of the Whole structure be rescinded. Pam will clarify the recommendation made by Peggy Malcolm. This matter will be on the agenda at the next meeting.

11) NEXT MEETING Nov. 26, Pakenham Branch, 7:00 pm

12) ADJOURNMENT

Moved by Val Wilkinson

Seconded Danielle Wojtyniak

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 8:25 p.m.

Signed:

Betty Mears, Meeting Chair

Monica Blackburn, Recording Secretary