

**Mississippi Mills Public Library Board
Minutes**

**Regular Meeting
Wednesday November 29, 2017, 7:00 pm
Pakenham Branch Meeting Room, MMPL**

Present:

Board: Councillor Amanda Pulker-Mok (Meeting Chair)
Mary Lou Souter
Micheline Boucher
Wendy Hansen
Betty Mears
George Seibel
Danielle Wojtyniak
Councillor Val Wilkinson

Regrets: Anne Mason

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

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

1) APPROVAL OF AGENDA

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

CARRIED

2) DISCLOSURE OF PECUNIARY INTEREST

a. None

3) APPROVAL OF THE MINUTES FROM OCTOBER 25TH, 2017.

Moved by Danielle Wojtyniak
Seconded by George Seibel
THAT the MMPLB Regular Meeting minutes dated October 25th, 2017 be approved as amended.

CARRIED

4) DELEGATIONS/PRESENTATIONS

a. None

STAFF PRESENTATIONS

- a. None

5) BUSINESS ARISING

a. Committee of the Whole Board Structure (Pam Harris Reporting)

At the October, 2017 Board Meeting a question was raised concerning the procedure for operating as a Committee of the Whole (C.O.W.), a Board structure adopted by the Board at the April board meeting, given that the Board does not have procedures for moving in and out of the committee of the whole. Pam suggested that as we do not function with a committee of the whole that we rescind the motion and replace it with “Board as a whole” with ad hoc committees that rise and fall on an as needed basis.

Discussion followed around what is a committee of the whole; how does it function, what works and doesn't.

Pam was asked to follow up with our SOLS rep, Peggy Malcolm, for definitions and procedures required, if any.

b. Policy HR-02 (Pam Harris Reporting)

- i. In October the MMPLB deferred a motion to accept revisions to MMPL Policy HR-02 until the next meeting to allow members to review the correct version of the revisions.

Moved by Betty Mears

Seconded by Danielle Wojtyniak

THAT the MMPLB accept the revisions to MMPL Policy HR-02 (Respect in the Workplace – Discrimination and Harassment) as presented.

CARRIED

c. Strategic Plan Brochure (Danielle Wojtyniak Reporting)

- i. A number of concepts are currently being reviewed by Danielle and Amanda, and should be available for the next board package.

6) CORRESPONDENCE

- a. None

7) REPORTS

a. Chair and Fund Raising Committee Report (Mary Lou Souter Reporting):

- i. The Pakenham Grand Opening had a good turnout and went very well, with many positive comments.
- ii. Mary Lou complimented the staff on how they made the renovated space work. Pam

commended Katherine, Sheila and Karen as well as Monica and Heather for all their hard work in pulling the branch together.

- iii. The Pakenham Renovation Fund Raising Committee held 2 events in November:
 - 1. Fern Martin's "A Peek at Pakenham" sold out 4 of the 5 nights that it ran in Almonte and appears to have generated almost twice as much than was anticipated.
 - 2. A "Jazz in House" event in Pakenham which sold out as well, which included a silent auction managed by Barb Button using the items collected for the Golf Tournament which had to be cancelled in September. With the ticket money and auction funds combined it looks like this event raised about \$4,000.00.

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

- i. Pam clarified that the film license for the film club covers both of the branches.
- ii. Val commented positively on the MMPL Organization chart provided in the report, and inquired as to whether or not it would be possible to have a chart of volunteer names and what people would do. Pam clarified that volunteers don't necessarily have assigned activities, and there are a large number of volunteers who do things on a purely ad hoc basis as well – which makes providing a names/activities chart a little difficult.
- iii. Mary Lou asked how many new members have signed-up in Pakenham since the re-opening of the branch. Pam/Katherine responded that the exact numbers still have to be compiled, but there has definitely been a spike in new member cards being issued.
- iv. Regarding the Pakenham renovation and move, Pam mentioned that things are not totally completed and that there are some small facility issues that still need to be resolved.

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

- i. See the CEO/Chief Librarian Report (item 8 b.)

d. Pakenham Community Fundraising Committee Update

- i. See the Chair's Report (item 8 a.)

e. Financial Statements YTD October 2017 (Pam Harris Reporting):

- i. Wendy requested a status update on the Pakenham Renovation costs. Pam responded that the specific breakdown of the costs still needs to be tallied, however overall the financials look good.
- ii. Mary Lou expanded on the cost breakdown by stating that numbers have been provided over time, the most significant unexpected cost being the basic project quote of \$529,000.00 being pushed to \$868,000.00 due to a change in the building designation from residential to institutional. Due to the Elizabeth Kelly foundation's generous donation of an additional \$140,000.00, the effort to find other savings in the budget and funding support from the town council the project has come in on the revised budget.

f. Incident Reports

- i. None.

8) POLICY/BY-LAWS (Mary Lou Souter, Pam Harris and Betty Mears Reporting)

In preparation for the accreditation process, the Trillium policies for Board By-Laws were presented for consideration (Statement of Authority; Composition of the Board, and Meetings of the Board). It was agreed at the May Board Meeting that the Board would adopt the Trillium Sample Policies as a guide for developing our own policies. There was a reminder that wherever “Trillium” appeared it would be replaced by “MMPLB.”

Wendy made a thorough review of the sample policies making revisions, comments and suggestions which after discussion was agreed to be forwarded to Pam.

Discussion ensued around what parts of the Public Library Act best fit with board policies and around the composition and role of the board vis-à-vis the board chair, acting chair and vice chair, and language for closed (in camera) meetings

9) OTHER/NEW BUSINESS

a) In Camera

- i) New Hires and Courier renewal

Moved by George Seibel

Seconded by Danielle Wojtyniak

BE IT RESOLVED THAT the Mississippi Public Library Board goes in camera at 9:15 pm to address a topic specifically pertaining to personnel matters about an individual, including municipal or local board employees

AND FURTHERMORE THAT the CEO should remain in the room.

CARRIED

THAT the Mississippi Mills Public Library Board returns to regular session at 9:30 p.m.

Rise and Report

Moved by Mary Lou Souter

Seconded by Danielle Wojtyniak

THAT the Mississippi Mills Public Library Board approve the hiring of employee numbers 0743 and 0744 (Processing Assistants) at Step 1 of Band 141-220.

CARRIED

Moved by Betty Mears

Seconded by George Seibel

THAT the Mississippi Mills Public Library Board approve the renewal of the courier contract for 6 months with the possibility of extension.

CARRIED

Moved by Betty Mears

Seconded by George Seibel

THAT the Mississippi Mills Public Library Board approve moving employee # 0706 to Step 3 of Band 351-400 retroactive to the employee anniversary date Aug. 25, 2017

CARRIED

b) Pakenham Meeting Room Rentals (Pam Reporting)

- i) The lift installed as part of the Pakenham renovation currently requires a staff member to operate it. A lift key would have to be provided to people who require the lift to access the lower level meeting room while renting that space.
- ii) It was agreed procedures will be developed to provide renters including whether they or a member of their group require the lift; that instruction on how to use the lift is provided; and that they will be responsible for returning the key to the library after the event.
- iii) It was also agreed that the current room rental policy will remain in effect

10) NEXT MEETING December 13, 2017, 7 p.m. at the Pakenham Branch

- a. The scheduled chair for the meeting is George Seibel.

11) ADJOURNMENT

Moved by Micheline Boucher

Seconded Mary Lou Souter

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 9:40 p.m.

Signed:

Amanda Pulker-Mok (Meeting Chair)

Katherine Pillsworth, Recording Secretary