

**Mississippi Mills Public Library Board
Minutes**

**Regular Meeting
Wednesday November 30, 2016, 7:00 pm
Ramsay Room, Mississippi Mills Municipal Office**

Present:

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

Regrets: Danielle Wojtyniak

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

The Chair called the meeting to order at 7:02 p.m.

1) APPROVAL OF AGENDA

Moved by George Seibel
Seconded by Betty Mears
THAT the agenda be approved as amended.

CARRIED

2) DISCLOSURE OF PECUNIARY INTEREST

a. None

3) APPROVAL OF THE MINUTES FOR OCTOBER 26, 2016 AND NOVEMBER 22, 2016

Moved by Amanda Pulker-Mok
Seconded by Betty Mears
THAT the minutes dated October 26th, 2016 be approved as amended.

CARRIED

Moved by Micheline Boucher

Seconded by Amanda Pulker-Mok

THAT the minutes dated November 22nd, 2016 be approved as amended.

CARRIED

4) DELEGATIONS/PRESENTATIONS

- a) None

5) BUSINESS ARISING

a. Cost sharing Agreement (Mary Lou Souter Reporting)

- Mary Lou and Pam met with Diane Smithson concerning the correspondence to Mayor McLaughlin from Peggy Malcolm (Southern Ontario Library Services consultant) re: the legal compliance of existing cost sharing agreements between the local municipalities.
- It has been determined that the agreement per se is not a problem, however the issue is that the MMPL Board had not signed an agreement board to board, and should be included in any such agreement.
- Peggy Malcolm provided a verbal agreement that compliance would be met as long as the MMPL board agreed to support the terms of the existing agreement, with the stipulation that should there be any new agreement(s) or change(s) to the existing agreement the library boards in question would be required to meet and agree on the change(s).
- At the November 15th, 2016 Mississippi Mills Meeting of the Committee of the Whole passed a recommendation that MMPLB approve the original 1987 agreement.
- Pam presented a report re: The Howard Allen Agreement for the board to review, with a recommendation that the board approve a motion to support any agreements in effect since amalgamation, and that the Ramsey Township agreements should be honoured.
- Wendy recommended a wording change in the recommendation under "Financial Implications" to "library service portion" rather than using the term "associated".
- Anne asked for clarification how the assessment is done, which is a formula developed by Howard Allen which is not strictly based on per capita or usage figures.
- The chair recognized Councilor John Edwards from the floor, who endorsed supporting the existing agreement and provided further clarification on the scope of the document, which covers a number of municipal activities.

Moved by Betty Mears

Seconded by Stuart Langstaff

THAT the Mississippi Mills Public Library Board (MMPLB) approve the library service portion of the Howard Allan Cost Sharing Agreement between the Municipality of Mississippi Mills, Town of Carleton Place and the Township of Beckwith (originally dated 1987 and updated in 2001);

AND FURTHERMORE THAT on an annual basis, the MMPLB review and ratify this agreement with the Carleton Place Public Library Board (CPPLB).

CARRIED

- Pam presented a draft of the Cost Sharing Agreement for Library Services between the Municipality of Mississippi Mills and the Town of Carleton Place for review by the board.
- SOLS consultant Peggy Malcolm provided a written agreement that the draft is in compliance.

Moved by Betty Mears

Seconded by Micheline Boucher

THAT the Mississippi Mills Public Library Board (MMPLB) approve the draft as presented and amended.

CARRIED

6) CORRESPONDENCE

- a) None.

7) REPORTS

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

- i. On January 18th 2016 Mary Lou and Pam made a presentation to the Elizabeth Kelly Library Foundation (EKLF) in support of two requests for funding for a Tech Tutor and a Literacy Tutor.
- ii. In support of the Pakenham Renovation Project the architect has been approached to provide drawings and plans to be used for public display. Doris Rankin and Cheryl Smith of Pakenham are heading a fundraising committee, which will be a sub-committee of the joint MMPLB and Town committee. They expressed the positive impact of engaging local

residents in the project

- iii. Mary Lou attended the Trustees Council Saturday November 10th, 2016 where a number of issues pertaining to provincial funding were raised including a provincial plan to review all library funding in 2017. Household and Pay Equity grants will be part of the 2017 review. Anne expressed the opinion that fundraising exercises are crucial in this situation. Mary Lou pointed out that currently 76% of library funding comes from the town.

b) Committee Reports

i. Finance (Mary Lou Souter Reporting):

- A presentation of the capital budget was made to town council. Some questions arose regarding exterior library lighting. \$20,000.00 for furniture and equipment has been secured. The operating budget went through, with the \$22,000.00 worth of repairs the priorities being the only items in question.

ii. Strategic Planning (Wendy Hansen Reporting):

- Anne preceded the presentation by thanking Wendy for the work and effort she has put into the strategic planning exercise.
- The November 9th 2016 strategic planning external workshop was attended by 9 of the 13 people on the list. Amanda attended the workshop and felt it was a very positive night with a great deal of discussion.
- Wendy distributed a draft of the Strategic Planning report for review. Written comments on the plan are requested and can be sent by e-mail or on an electronic copy that Wendy can supply.
- Mary Lou reiterated the necessity for looking at the Strategic Direction. There are currently 6 ideas, but any more ideas and/or comments can be brought forward at the Wednesday December 14th meeting.
- Substantial changes will go to the committee and then from the committee to the board for approval.
- The survey from the EKLF, completed by the students, needs to be reviewed as well and will accompany the Strategic Plan for council to review. The committee is looking for alignment with town strategic themes.

iii. Book Sale Report (Mary Lou Souter reporting):

- The sale was held November 17-20th 2016 in conjunction with the Mississippi Mills Youth Center who led the initiative. The library was the recipient of 30% of the profits, with \$1,200.00 realized.
- George took the early lead and Mary picked up with the organization of volunteers.

- The library portion of the partnership completed 160 hours worth of work over the course of the four days.
- It was a successful partnership, and a report will be made analyzing any potential improvements and opportunities going forward. George emphasized the importance of these types of community partnerships and will look at whether there are any other groups that would be willing to work on future initiatives.
- George also thanked Mary Lou for taking on the Book Sale while he was not able to do so.

iv. Outreach (Micheline Boucher reporting):

- The committee members did not meet this month, but participated in the Book Sale, fundraising and the Pakenham move.
- The Mascot contest ended November 4th 2016, and still only has 1 submission.

v. Facilities (Pam Harris reporting):

- Pam provided an update on the Almonte Branch renovations, which affected the meeting room, reading room and outside washrooms.
- Work is going well and the branch may be able to open earlier than anticipated.
- During renovations the staff has been engaged in reorganizing DVDs; cleaning office space; planning programs; cataloguing; processing and attending courses (CPR).

b) CEO/Chief Librarian Report – Items arising from the Report:

- i. Pam requested feedback on the possibility of doing the report as complete to the end of the previous month. Those who responded wanted to retain the report as complete to the meetings, e.g. November/December.
- ii. Anne inquired about annual report. Pam was waiting for the completion of the Strategic Planning exercise.

Moved by Anne Mason

Seconded by Stuart Langstaff

THAT the CEO provide an annual report in the first quarter of the following year, starting in 2018.

CARRIED

- iii. Amanda inquired about the nature of the Pakenham branch “Cash and Carry Sale”. Pam

would like to put the residual items still at the facility out to the public on a cash and carry basis, and is looking for help with the sale.

- iv. Amanda commented on the temporary Pakenham branch location and the Pakenham Country Christmas event – the former was looking good and the latter seemed well attended. She also inquired about ways to find out about library events. Pam mentioned the website, posters and Facebook as primary information sources.
- v. Pam reported that the Almonte branch Air Exchanger is in need of repair, and the cost of repair is estimated to be between \$5,000.00 and \$8,000.00.

c) Financial Statement YTD October 2016 (Pam Harris reporting):

- i. Book and DVD purchasing lines still need to be spent by year-end, but a number of large purchases (e.g. Overdrive) have not been accounted for yet.

d) Incident Report Summary October 2016 (Pam Harris reporting):

8) OTHER/NEW BUSINESS

Moved by George Seibel

Seconded by Stuart Langstaff

THAT the MMPLB move In Camera to discuss the Ad Hoc Committee's report because there will be legally sensitive information.

CARRIED

9) NEXT MEETING December 14th, 2016, Almonte Branch, 7:00 pm

10) ADJOURNMENT

Moved by _____

Seconded _____

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at _____ p.m.

Signed:

Mary Lou Souter, Board Chair

Katherine Pillsworth, Recording Secretary