

**Mississippi Mills Public Library Board
Minutes**

**Special Meeting - Strategic Plan
Wednesday December 14, 2016, 7:00 pm
Almonte Branch, 7:00 pm**

Present:

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

Regrets: Monica Blackburn

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

The Chair called the meeting to order at 7:10 p.m.

1) APPROVAL OF AGENDA

- A review of the current draft of -
A Strategy for the Mississippi Mills Public Library: The ten-year plan 2017-2026

AGREED

a. Overview (Wendy Hansen Reporting):

- Comments and input are welcome and needed from all of the board members.
- Wendy suggested the board go through the document section-by-section for content, but not for editorial, changes.
- After assembling the individual parts of the document, Wendy recommended that it start with the *Introduction* and forgo the inclusion of an *Executive Summary*. The document would be renumbered accordingly.

AGREED

2) REVIEW

a) Section 2. Introduction:

- The intent was to align with the Town Plan coming out in 2017, but currently there is only pillar information available so the wording “will align” will be changed to “may align”.

AGREED

b) Section 3. Our Community and Library:

i. 3.1 Our Community:

- Wendy has gathered relevant information and numbers from town planning which indicate both town and rural areas of the community will be experiencing growth, which implies the library will be continuing to deal with a mixed community.
- Currently the document has information broken down by gender, but not as much relating to families. Wendy will review the 2017 statistics which will be available mid-February 2017 to pull more family and diversity data.

ii. 3.2.2 Financials:

- It was suggested the *8 bar graphs* (how we compare with other communities) could be strengthened by bolding “*Mississippi Mills*” and by changing that specific bar colour.
- The “*per capita*” description associated with the graphs needs to be clarified.

iii. 3.2.5 The Community Library Survey:

- The survey section has been increased from previous versions.
- The Student Survey will be a separate stand alone report.
- On pg. 18 the term “*Maker Space*” should have a definition or the meaning of the term elaborated.

c) Section 4. Moving Forward – The Ten Year Plan 2017- 2026:

i. 4.1 The Changing Role of the Library

- On pg. 19 pull out and highlight “***More and more the library is seen as a gathering place – a meeting place for cultural, social, educational and collaborative experiences.***” as a key, repeatable message in the document. It could be boxed and bolded throughout the document, or even a header or footer.

ii. **4.2.2 Strengths and Weaknesses of the 2010-2015 Strategic Plan**

- Discussion on whether to keep the “*SWOT Analysis*” chart in the annex. Leaving it in expanded on the point forms in the main document.

AGREED

iii. **4.3 Strategic Priorities – 2017- 2026**

- To maintain document integrity it is crucial to check at the end to make sure the Vision and Mission statements align with the strategic priorities.
- **Vision** statement – describes a desired end state.
- After round table discussion the statement proposed was:

“An informed, engaged, creative and connected community”

AGREED

- **Mission** statement – should be short and definitive, a statement of ‘why we exist’:
- After round table discussion the statement proposed was:

“The Mississippi Mills Public Library inspires lifelong learning, provides equitable access to information and strengthens community”

AGREED

- On p. 24 the “*four standards*” are to be replaced with 7 **Core Values** –

1. **Access**
2. **Diversity**
3. **Service**
4. **Intellectual Freedom**
5. **Learning and Culture**
6. **Innovation and Creativity**
7. **Inclusiveness**

AGREED

iv. **4.4 Strategic Direction**

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- Currently there are 6 directions that have been laid out (Wendy’s Dec. 14th handout). These may have different timelines depending on the initiative (e.g. the expansion of the Almonte branch), and Wendy sees these as ‘strategic priorities’ which support the strategic

direction (Goals, Objectives, Priorities).

- Wendy added a direction with long-term funding issues in mind, after some discussion the **“Create Innovative Funding Plan”** will remain in the document.

AGREED

- On p.1 of the Nov. 30th handout Mary Lou suggested changing the word *“Portal”* to **Gateway**, direction now reads:

“Shift the focus of the library from the Archive model of the 20th century toward the Gateway model of the 21st century.”

AGREED

- The final paragraph of this page (*“Collection, especially...”*) will be deleted and the preceding paragraph will read *“Libraries will need to be physically more open, with.....”*.

AGREED

- Mary Lou’s strategic direction handout which states *“Update the library infrastructure to accommodate the vision...”* was amended to read:

“Update the library infrastructure.”

AGREED

- After discussion on the need to incorporate other possibilities than just expansion of the branch in the document, the 3rd paragraph was amended to read:

“Develop and implement a plan for the renovation/expansion/reinvention of the Almonte Branch library which reflects the idea of library as a central community space....”

AGREED

- On p.27 the direction which reads:

“The library will support staff training to better serve the community” will remain in the document.

AGREED

- On pg.29 the direction which reads:

“Increased collaborative efforts” will remain in the document, amending the first sentence by removing the work *“community”*.

AGREED

- On pg. 30 the direction which reads:

“Strengthen Volunteer Base” is retained, but should be relocated beside **“...support staff training...”** , and in the 2nd paragraph edit the *“Senior Mentor..”* segment to be “for example, mentoring...”, expanded examples where still to be added.

AGREED

3) NEXT MEETING January 25th, 2016 in the Almonte Branch Meeting Room.

4) ADJOURNMENT

The meeting adjourned at 10:10 p.m.

Signed:

Mary Lou Souter, Board Chair

Katherine Pillsworth, Recording Secretary