

**Mississippi Mills Public Library Board
Minutes**

**Regular Meeting
Wednesday January 31, 2018, 7:00 pm
Almonte Branch Meeting Room, MMPL**

Present:

Board:

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

Guest: Peggy Malcolm (Southern Ontario Library Service (SOLS) Representative)

Regrets:

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 Amanda Pulker-Mok
THAT the agenda be approved as amended.

CARRIED

2) DISCLOSURE OF PECUNIARY INTEREST

a. None

3) APPROVAL OF THE MINUTES FROM DECEMBER 13TH, 2017.

Moved by Amanda Pulker-Mok
Seconded by George Seibel
THAT the MMPLB Regular Meeting minutes dated December 13th, 2017 be approved as amended.

CARRIED

4) DELEGATIONS/PRESENTATION

a. Peggy Malcolm (Southern Ontario Library Service – SOLS Representative)

- i. Peggy provided general information to the board on the library accreditation process.
- ii. Handouts included a 2 page document entitled “Ontario Public Library Guidelines 7th edition”; a 2 page document entitled “Policy Development at the Trent Hills Public Library”; a 3 page document entitled “List of Library Policies and Compliance requirements (January 2018)”.
- iii. Key points:
 - This is a voluntary process;
 - Accreditation does not impact provincial funding;
 - The process now includes an emphasis on planning not just policy;
 - There are some legislative items that must be included, including specific Occupational Health and Safety, and Accessibility policies;
 - MMPL scored well during the 2014 per-audit (74%) and at that time would have required an 80% score to pass. Under the new guidelines we would require a 90% to pass.
 - Peggy volunteered to provide the board with a revised template and recalculated scores which would provide the board with what needs to be completed to meet the accreditation standards.
 - Accreditation is done every 5 years;
- iv. Peggy responded to an enquiry from Anne regarding what the principle benefit from pursuing Accreditation would be by pointing out that it ensures a new administration can effectively begin where the previous administration finished.
- v. Discussion on the how to align MMPLB policies with accreditation requirements.
- vi. Clarification from Betty and Peggy was provided on how to use the SOLS Trillium library templates as models in preparing for the accreditation process.
- vii. SOLS is currently working on planning policies (e.g. collection and technology plans) which are not currently in the Trillium guidelines.
- viii. In an accreditation pre-audit the library scored well, but there are still policies that would have to be updated.
- ix. Mary Lou pointed out that some of the necessary policy changes have arisen since the board moved to handling business with ad hoc rather than standing committees.
- x. Discussion on the potential role of the town CAO in the appraisal process. Peggy pointed out that the CAO does not officially participate in the appraisal/assessment of a library CEO since the library is a separate entity under the Libraries Act, but could be invited to provide feedback as part of a broader audience.
- xi. The board agreed that the CAO could provide feedback as part of a broader audience.

5) STAFF PRESENTATION(S)

- a. None

6) BUSINESS ARISING

a. Approval of the Strategic Plan Brochure (Danielle Wojtyniak Reporting)

- i. The board consented to accept the brochure as presented.

- ii. The board agreed to go ahead with an order for 250 brochures.
- iii. Danielle will provide a print ready version to Pam for publishing and will also post the final version of the brochure to Web.

b. Distribution of the Annual Report (Pam Harris Reporting)

- i. The final report will include a more current picture of the Almonte branch on the last page.
- ii. The report won't be finalized until year end data has been received.
- iii. Discussion on the number and type of copies to be produced.
- iv. The exact number of full colour copies for distribution will be determined once a quote on the publishing costs has been received; however the current estimate is 50 copies.
- v. The board can send comments and/or minor changes to Pam until February 16th.

7) CORRESPONDENCE

- a. None

8) REPORTS

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

- i. The formal signing of the annual letter of agreement for cost sharing with the Carleton Place Public Library is scheduled for 3 p.m. on February 8th, 2018 at the Pakenham Branch.

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

- i. A brief summary of the report was provided.
- ii. Clarification was given on the nature of the minor physical repair work required at both branches which was identified in the annual fire inspection.

c. Financial Statements YTD December 2017 (Pam Harris Reporting):

- i. Not yet available.

d. Incident Report(s):

- i. None.

9) OTHER/NEW BUSINESS

a. Follow-up Discussion on the Accreditation Process:

- i. Tabled for the next meeting.

b. CEO Evaluation (Mary Lou Souter Reporting):

- ii. Discussion on reviewing the current process for the 2017/18 CEO evaluation.
- iii. Mary Lou proposed maintaining the existing format to allow completion of the 2016/17 interim review, with a written rather than an oral report being presented to the board.
- iv. The board agreed to the proposal.
- v. A Review Committee was struck for the interim review.
- vi. Members of the Committee will be Danielle Wojtyniak Betty Mears, Anne Mason and Mary Lou Souter.

c. Letter of Agreement-Cost Sharing: Carleton Place Public Library

- i. See Item 8) a.
- ii. A copy of the letter was provided to members of the board for information purposes.

d. Community User Survey (Wendy Hansen Reporting):

- i. The completed document was distributed to the board.
- ii. It will be available in a PDF format as well as a limited number of hard copies.

Moved by Val Wilkinson

Seconded by Mary Lou Souter

THAT the MMPLB Accept the Community User Survey as information.

CARRIED

e. Technology Assistant Program (Anne Mason Reporting):

- i. Discussion on the current program and funding opportunities for continued support.

10) NEXT MEETING:

- a. February 28th, 2018, at the Pakenham Branch, 7:00 pm
- b. Val Wilkinson is the scheduled Meeting Chair.

11) ADJOURNMENT

Moved by George Seibel

Seconded Betty Mears

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 9:10 p.m.

Signed:

Wendy Hansen, Meeting Chair

Katherine Pillsworth, Recording Secretary