

**Mississippi Mills Public Library Board
Minutes**

**Regular Meeting
Wednesday April 4, 2018, 7:00 pm
Almonte Branch Meeting Room, MMPL**

Present:

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

Regrets: George Seibel

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

The Meeting Chair called the meeting to order at 7:04 p.m.

1) APPROVAL OF AGENDA

Moved by Mary Lou Souter
Seconded by Betty Mears
THAT the agenda be approved as amended.

CARRIED

2) DISCLOSURE OF PECUNIARY INTEREST

a. None

3) APPROVAL OF THE MINUTES FROM MARCH 1, 2018.

Moved by Mary Lou Souter
Seconded by Val Wilkinson
THAT the MMPLB Regular Meeting minutes dated January 31st, 2018 be approved as amended.

CARRIED

4) DELEGATIONS/PRESENTATION

a. None

5) STAFF PRESENTATION(S)

a. None

It was noted that there has not been a presentation in some months. Pam commented that this was because of the heavily loaded meetings recently, but presentations will continue when time allows.

6) BUSINESS ARISING

a. CEO Evaluation

Moved by Mary Lou Souter

Seconded by Wendy Hanson

THAT the Mississippi Mills Public Library Board meeting move to “in Camera” at 7:34 pm to address a topic pertaining to personal matters about identifiable individuals, including municipal or local board employees; specifically concerning the CEO/Chief Librarian evaluation

And

FURTHERMORE the CEO/Chief Librarian leave the room.

CARRIED

Arise and Report

Moved by Mary Lou Souter

Seconded by Anne Mason

That the 2017 CEO/Chief Librarian Performance Evaluation be accepted as presented and that the MMPL Board approve the recommendation to move employee number 0670 to Step 6 of Band 601-650 effective October 7, 2017.

CARRIED

b. Accreditation (Micheline Boucher Reporting)

Micheline noted that in the May 31, 2017 meeting a motion was carried to adopt the SOLS Trillium by-laws, which are linked to accreditation. These minutes also noted that the Board hoped to achieve accreditation by the end of 2018.

Moved by Micheline Boucher

Seconded by Mary Lou Souter

That the MMPLB formally authorizes the establishment of an Accreditation Sub-Committee and further that the Sub-Committee be comprised of Board Members Micheline Boucher, Mary Lou Souter, Betty Mears, one staff person and Pam Harris.

CARRIED

The staff person will be selected at the upcoming staff meeting Apr. 12.

c. Bylaws (Micheline Boucher Reporting)

Using the SOLS Trillium templates, the Sub-Committee will add, revise and remove items to make the bylaws suit the Mississippi Mills Public Library Board. Existing bylaws are not comprehensive enough to meet accreditation. Board members will have a chance to comment. Overriding motions that now exist can be put in place again.

7) CORRESPONDENCE

- a. None.

8) REPORTS

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

- i. All Board members are invited to the Mississippi Mills volunteer appreciation get together the evening of April 18 at the Civitan Hall, 5 pm.
- ii. A table comparing CEO Performance Evaluation formats was handed out for information. It was recommended that the Board review and amend the policy regarding the recruitment and hiring of the CEO/Chief Librarian at a later date.

b. Ad Hoc Committee – CEO/Chief Librarian Search Sub-Committee (Val Wilkinson reporting):

- i. Val announced to the Town Council at the April 3 meeting that a Sub-Committee had been struck and who was on it. A brief update of actions taken to this point was also presented.
- ii. A gantt chart was distributed with relevant deadlines.
- iii. Pam was asked to report where the ad is posted: Association for Rural Urban Public Libraries Ontario (ARUPLO); The Association of Medium Public Libraries Ontario (AMPLO); the Ontario Library Association (OLA) Job Board, the Leeds/Greenville list serv, the Lanark/Renfrew list serv; provided to Peggy Malcolm to distribute. Sent with request to post internally and to distribute. Pam pointed out that the job was not sent to Library Schools (eg UWO, UofT, Algonquin) as more experience is desired than a fresh graduate can provide. Pam offered to send the ad to these locations and the concensus was that it wasn't necessary.
- iv. Pam was asked how many applications had been received to date; Pam noted 4 applications had been received by Mar. 29 but as of this board meeting date the incoming mail box for applications was empty. Pam did not know why.

c. CEO/Chief Librarian Report (Pam Harris Reporting):

- i. A discussion was had around the meeting with MP Hillier, and it was noted that this was not a lobbying exercise, but was advocacy for the Library, as per the FOPL recommendation discussed at a previous meeting.

d. Financial Report:

- i. The final 2017 report was distributed. It was noted that it balanced.

e. Incident Report

- i. This incident raises the question: should an ambulance be called and the patron refuses to pay, will the Library Board cover the cost?

9) OTHER/NEW BUSINESS

a. Work Plan update (Pam Harris Reporting):

- i. Pam distributed a draft of MMPL Strategic Work Plan for information purposes only. This will be discussed with staff, and feedback has been requested from staff, at the upcoming staff meeting on April 12.

Moved by Anne Mason

Seconded by Mary Lou Souter

THAT the Mississippi Mills Public Library Board accept the draft Strategic Work Plan as information.

CARRIED

10) NEXT MEETING:

- a. 7:00 p.m. April 25, 2018 at the Pakenham Branch.
- b. Micheline Boucher is the scheduled Meeting Chair.

11) ADJOURNMENT

Moved by Mary Lou Souter
Seconded by Betty Mears
THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 9:43 p.m.

Signed:

Danielle Wojtyniak, Meeting Chair

Monica Blackburn, Recording Secretary