

**Mississippi Mills Public Library Board
Minutes**

**Regular Meeting
Wednesday May 30, 2018, 7:00 pm
Almonte Branch Meeting Room, MMPL**

Present:

Board: Wendy Hansen (Meeting Chair)
Danielle Wojtyniak
Micheline Boucher
Anne Mason
Betty Mears
Councillor Val Wilkinson
George Seibel

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

Berta Madrigal Abaroa
Heather Hahn
Jill McCubbin
Margo Hay-Goodings
Katherine Pillsworth

Regrets: Mary Lou Souter, (Chair)
Amanda Pulker-Mok

The Meeting Chair called the meeting to order at 7:00 p.m.

1) APPROVAL OF AGENDA

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

CARRIED

2) DISCLOSURE OF PECUNIARY INTEREST

a. None

3) APPROVAL OF THE MINUTES FROM APRIL 25, 2018.

Moved by Val Wilkinson
Seconded by George Seibel
THAT the MMPLB Regular Meeting minutes dated April 25th, 2018 be approved as amended.

CARRIED

4) DELEGATIONS/PRESENTATION

Moved by Anne Mason

Seconded by Danielle Wojtyniak

THAT the MMPLB move to “in Camera” at 7:05 to address a topic pertaining to personal matters about identifiable individuals, including municipal or local board employees; specifically concerning the CEO/Chief Librarian Recruitment and a contract renewal.

Furthermore, the CEO/Chief Librarian and MMPL Staff shall remain in the room for the preliminary CEO/Chief Librarian Recruitment.

CARRIED

Moved by George Seibel

Seconded by Betty Mears

THAT the MMPLB return to regular session at 7:47 pm.

CARRIED

Moved by Betty Mears

Seconded by Danielle Wojtyniak

THAT the MMPLB approves extending the courier contract to December 31, 2018.

CARRIED

Moved by Betty Mears

Seconded by George Seibel

THAT the committee recommends that the Board authorize the chair of the Board and the chair of the CEO/Chief Librarian Selection sub-committee to discuss terms of employment with the selected candidate.

CARRIED

Moved by Betty Mears

Seconded by Ann Mason

THAT the MMPLB recommends the establishment of an orientation team consisting of 1) the chair of the Board, 2) the chair of the Selection sub-committee, 3) a senior staff member (Monica Blackburn) and 4) an additional member of the Board (Micheline Boucher). Meetings with the new CEO/Chief Librarian are to take place weekly for the first 4 weeks.

CARRIED

5) STAFF PRESENTATION(S)

None.

6) BUSINESS ARISING

a. Accreditation (Micheline Boucher)

Moved by Betty Mears

Seconded by George Seibel

**THAT the MMPLB accept the revised policy on Advocacy (GOV-01) as amended and
THAT the MMPLB accept the new policy on Policy Development (GOV-04) as amended.**

CARRIED

7) CORRESPONDENCE

- a.** Discussion around the email to Councillor Waters dated May 3, 2018 was deferred to the next meeting.

8) REPORTS

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

Chair Souter's report from the April 25 meeting was submitted for information.

b. Ad Hoc Committee

None.

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

It was noted that the bylaw regarding development charges is being reviewed by the Town.

d. Financial Report:

It was noted that insurance premiums have gone up approximately \$900 due to the Pakenham expansion. This was not taken into consideration in the 2018 budget.

It was asked that there be access to the YTD breakdown.

e. Incident Report

None.

9) OTHER/NEW BUSINESS

a. Report: Energy Audit.

Copies of the Energy Audit were submitted for information.

b. Housekeeping. A reminder to come into the Library and sign minutes.

c. Work plan. This will be discussed with staff at the All Staff Day, May 31, then presented to the

Board at the June Board meeting.

- d. Pizza Oven. The grand opening will be on Father's Day, connected with a Bird Bike tour. The Teen Youth Centre will be baking pizzas, any raised funds going to the Youth Centre. The user Policy is in draft stage. CEO/Chief Librarian Harris recommends waiting a month or so after the opening to pass the policy.
- e. Ottawa Valley Recreational Trail. Councillor Wilkinson reported that a new report will be presented at the upcoming Council meeting.

10) NEXT MEETING:

- a. 7:00 p.m. June 27, 2018 at the Pakenham Branch.
- b. Anne Mason is the scheduled Meeting Chair.

11) ADJOURNMENT

Moved by George Seibel
Seconded by Betty Mears
THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 9:00 p.m.

Signed:

Wendy Hansen, Meeting Chair

Monica Blackburn, Recording Secretary