

**MISSISSIPPI MILLS PUBLIC LIBRARY  
BOARD  
MINUTES**

Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on June 11, 2021 at 3 p.m. online through Zoom.

1. CALL TO ORDER

The meeting was called to order at 3:10 p.m.

2. ATTENDANCE:

PRESENT:

Cathy Peacock, Chair  
Leanne Czerwinski, Vice Chair  
Councillor Jan Maydan  
Micheline Boucher  
Barbara Button  
Warren Thorngate  
Marie Traversy  
Jeff Fraser  
Christine Row, staff

ABSENT:

3. APPROVAL OF AGENDA

**Resolution No. 31-21**

**Moved by** B. Button

**Seconded by** M. Traversy

**THAT** the MMPLB approve the agenda as amended with the removal of the financial review.

**CARRIED**

4. DISCLOSURE OF PECUNIARY INTEREST

[None]

5. DELEGATIONS/PRESENTATIONS

[None]

6. CONSENT ITEM

- a) Approval of minutes May 14, 2021
- b) Correspondence – feedback on STEM programming
- c) Reports- CEO report
- d) Incidents- None

**Resolution No. 32-21**

**Moved by** W. Thorngate

**Seconded by** M. Boucher

**THAT** the MMPLB accepts the consent items and approves the May 14, 2021 minutes as presented.

**CARRIED**

7. FOR DISCUSSION/DECISION

- a) Closed meeting
- [None]

- b) Policy review- Professional Development, Performance and Problem Resolution (HR-04), Employee Conduct (HR-05) and Human Resources Management (HR-06)

**Resolution No. 33-21**

**Moved by** M. Boucher

**Seconded by B. Button**

**THAT** the MMPLB approves Professional Development, Performance and Problem Resolution (HR-04), Employee Conduct (HR-05) and Human Resources Management (HR-06) policies as presented and removes Conduct (of Staff) (OP-05.2) policy.

**CARRIED**

- c) Pay Grid and Step Increases report

**Resolution No. 34-21**

**Moved by J. Fraser**

**Seconded by W. Thorngate**

**THAT** the MMPLB approves three (3) Library Assistants remuneration be adjusted effective January 1 2020 so as to be correctly placed on the Municipality of Mississippi Mills Part-Time Staff Pay Scale.

**CARRIED**

- d) Hours of work- CEO

Starting July 1, 2021 to September 30, 2021, C. Row will work 36 hours a week, taking one (1) day off without pay bi-weekly.

- e) Financial review and 2022 Budget  
[None]

8. OTHER/NEW BUSINESS

- a) Cost Sharing update

Council will vote on the 2021 invoice payment and reimbursement plan effective date on June 15, 2021.

- b) Friends of the Library update

Friends have agreed to fund \$1,000 to programming supplies.

- c) Communication Committee update

The reimbursement news release will be submitted to local media after the Council meeting on June 15, 2021.

- d) Communication to Municipality/Council

Christine will continue to send approved minutes to Council. Councillor Maydan will direct Councillors to contact Christine if there are any questions. For future library reports beyond regular minutes, Christine will contact the Clerk's department to receive an invitation to Council/Committee of the Whole meetings.

- e) Board training

M. Boucher provided an overview of the following topics: Performance Measures, Risk Management and Board Succession Planning.

9. NEXT MEETING

Friday, August 6, 2021 at 10:30 a.m. via Zoom

10. ADJOURNMENT

**Resolution No. 35-21**

**Moved by W. Thorngate**

**Seconded by B. Button**

**THAT** the meeting be adjourned at 4:55 p.m.

**CARRIED**