

MISSISSIPPI MILLS PUBLIC LIBRARY BOARD

MINUTES

Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on March 18, 2026 at 1:30 p.m. at the Almonte branch.

1. CALL TO ORDER

The meeting was called to order at 1:40 p.m.

2. ATTENDANCE:

PRESENT:

Barbara Button, Chair
Leanne Czerwinski, Vice-Chair (Zoom)
Alison Ball
Jeff Fraser
Emma Kinsman
Mary Lumsden
Cathy Peacock
Christine Row, staff (Zoom)
Berta Abaroa Madrigal, staff

ABSENT:

Vicki Lowe, Council Representative

3. APPROVAL OF AGENDA

Resolution No. 10-26

Moved by Jeff Fraser

Seconded by Cathy Peacock

THAT the MMPLB approve the agenda as presented

CARRIED

4. DECLARATION OF ANY CONFLICTS OF INTEREST

[None]

5. DELEGATIONS OR PRESENTATIONS

[None]

6. CONSIDERATION OF A CLOSED SESSION

[None]

7. MINUTES OF THE PRECEDING MEETING

Resolution No. 11-26

Moved by Jeff Fraser

Seconded by Emma Kinsman

THAT the MMPLB approve the January 14, 2026 Minutes as presented.

CARRIED

8. CONSENT ITEM

- a) Correspondence - Canadian Federation of University Women email
- b) Reports- CEO report, Friends of the Library Annual Report 2025
- c) Incidents
[None]

Resolution No. 12-26

Moved by Mary Lumsden

Seconded by Kathy Peacock

THAT the MMPLB accept the consent items as presented.

CARRIED

9. UPDATES

- a) Policy Review

The MMPLB reviewed policies OP-1 Accessibility in the Library and FN-05 Respect and Acknowledgement Declaration. The Board requested that future policy updates be presented with tracked changes rather than as finalized revisions.

Resolution No. 13-26

Moved by Alison Ball

Seconded by Emma Kinsman

THAT the MMPLB approve OP-1 Accessibility in the Library; FN-05 Respect and Acknowledgement Declaration as presented.

CARRIED

- b) Financial Statement
[None]

- c) Annual Board Review

Based on the Board Evaluation Form results, the Board will aim to improve consistency in conducting evaluations. The Policy Committee will review the

evaluation policy, including the questions and recommended frequency. The Committee will also examine the Board's role in fundraising. The Board will strengthen adherence to the Annual Board and CEO Workplan.

d) Board advocacy

Barb Button attended the Friends' AGM on February 24, 2026. The meeting provided a valuable opportunity to recognize the Friends' achievements, and the Board's presence helped convey this appreciation effectively. Action: Include in the Board's workplan that a Board member attends the Friends' AGM annually.

10. FOR DISCUSSION/DECISION

a) Strategic plan - verbal update

The Strategic Plan group has finalized the Public Survey, which is now live on the Library's communication platforms and displayed on posters in both branches.

The Board discussed additional outreach strategies, including social media, newspapers, radio, and community groups, to increase survey participation.

b) RBC Investment information - verbal update

The Board Chair and CEO met with Brian Montgomery, Senior Portfolio Manager at RBC Wealth Management, to discuss investment strategies for donated securities, which were liquidated in accordance with Library policy, to support Library programs.

The Library currently holds \$25,000 in GICs maturing on August 17, 2026, and \$24,779.39 in RBC Investment Savings Account. The Library plans to maintain \$15,000 in the savings account for immediate program needs and is considering investing the excess funds to support future initiatives, in line with donor intentions.

Mr. Montgomery recommended investing the approximately \$10,000 excess funds in two liquid fixed-income investments (strip coupons) rather than GICs. Options discussed include:

- Government of Canada strip coupon: purchase \$5,745, matures at \$6,000 in 1.75 years, yield to maturity 2.543%.
- Government of BC strip coupon: purchase \$5,607, matures at \$6,000 in 2.5 years, yield to maturity 2.796%.

The MMPLB discussed options to invest the \$10,000 excess funds.

Resolution No. 14-26

Moved by Mary Lumsden

Seconded by Barb Button

THAT the MMPLB authorize the transfer of \$10,000 from the RBC Investment Savings Account into Government of Canada strip coupons.

CARRIED

The MMPLB discussed options for the \$25,000 GIC investment maturing on August 17, 2026.

Resolution No. 15-26

Moved by Emma Kinsman

Seconded by Kathy Peacok

THAT the MMPLB authorize the CEO to reinvest the GICs upon their maturity on August 17, 2026.

CARRIED

Mr. Montgomery provided a sample pro forma Investment Policy Statement for the Board's consideration. The Board decided that the Policy Committee will review the policy and present it to the full Board for approval.

He also recommended preparing a standard letter with instructions to allow a donor's broker to transfer shares directly to the Library's account, enabling the donor to benefit from capital gains tax savings. The Library has previously developed these documents; the action item is to locate them, make them available on the Library's website, and use them to support donation campaigns.

c) 2026 CEO & Board Strategic Work Plan

The MMPLB decided to defer this item to the April meeting for detailed consideration.

11. OTHER/NEW BUSINESS

[None]

12. COMMUNICATIONS

a) MUNICIPALITY

The CEO will forward the Strategic Plan survey to the Municipal Content Manager for distribution via municipal channels and to municipal employees.

b) FRIENDS

The CEO will forward the Strategic Plan survey to the Friends' Chair for distribution through Friends' channels and to Friends' members.

13. NEXT MEETING

April 8, 2026 at 1:30 p.m. at the Pakenham branch

14. ADJOURNMENT

Resolution No. 16-26

Moved by Jeff Fraser

Seconded by Alison Ball

THAT the meeting be adjourned at 3:00 p.m.

CARRIED