

November 2011

The November meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, November 23, 2011 at 3:00 p.m. In attendance were: Chair J. Cunningham, A. Georgeson, R. Wiedenhoeft, R. Schulz, S. Tibbs, A. Zucchiatti, Manager of Community Services, G. Bell and Secretary-Treasurer M. Sedgwick.

Absent: T. Drysdale

1. Conflict of Interest There were no declarations of conflict of interest at this time.

2. Non-agenda Items 6k Electrical Meter  
6l Resignation  
6m IT Co-ordinator introduction

3. Minutes MOTION #82: A. Zucchiatti moved to accept the minutes of the meeting of October 26, 2011 as presented. Seconded by R. Wiedenhoeft. Carried.

The following items were tabled for a future meeting:  
Memorandum of Understanding and Town Treasurer as Board Treasurer  
Ministry of Tourism and Culture requirements for Public Library Operating grants

A radiant heater has been purchased for the Librarian's office.

R. Schulz received the OLBA's Superconference Bursary but will decline for personal reasons.

The amended budget draft 2012 was distributed.

Fundraising was discussed. A listing of donors will be included in the Annual Report and posted on the digital announcement board. Future donations will be reported to the Board as information items.

Joyce Cunningham responded to the Federation of Public Libraries' request for feedback on the Drummond Report.

4. Board Development J. Cunningham, R. Schulz and M. Sedgwick reported on the Meeting with Our Peers Workshop in Dryden on October 29. Fort Frances will host a Spring meeting.

Jane Hilton's Governance 101 document was discussed.

**Board members were encouraged to look at the Alberta Trustees' Association link: [www.librarytrustees.ab.ca/trustee-learning/branching-out](http://www.librarytrustees.ab.ca/trustee-learning/branching-out) for discussion at the December meeting.**

5. Finances MOTION # 83: R. Schulz moved to accept the financial report for October. Seconded by S. Tibbs. Carried.
6. Policies MOTION #84: A. Georgeson moved to approve the Procurement Policy as amended. Seconded by R. Wiedenhoeft. Carried.
7. OLA Conference MOTION #85: R. Schulz moved that Margaret Sedgwick attend the OLA Superconference 2012. Seconded by S. Tibbs. Carried.
8. Memberships MOTION #86: A. Georgeson moved to renew the FOPL Membership (\$100.00). Seconded by A. Zucchiatti. Carried.

MOTION #87: A. Zucchiatti moved to renew the OLA (\$140) and OLBA (\$125) memberships. Seconded by R. Wiedenhoeft. Carried.

9. Fees & Fines MOTION #88: R. Schulz moved to accept the Fees & Fines 2012 as amended. Seconded by R. Wiedenhoeft.  
A recorded vote was requested:
- |                |     |
|----------------|-----|
| R. Schulz      | Yes |
| S. Tibbs       | No  |
| R. Wiedenhoeft | Yes |
| J. Cunningham  | Yes |
| A. Georgeson   | Yes |
| A. Zucchiatti  | Yes |
- Carried.

The procedure for a recorded vote was discussed. A recorded vote can be requested at any time by any Board member.

10. Photocopier MOTION #89: R. Schulz moved to lease the Sharp MX2310N from Wilson's in the amount of \$102/month. Seconded by A. Zucchiatti. Carried.
11. Next Meeting The next meeting will be held on December 14 at 3 p.m. Packages will be distributed on December 12.  
**Action: A. Zucchiatti's request for a 3 month Leave of Absence will be included on the December agenda.**
12. Electrical Meter Currently, the electrical meter is combined with the meter for the Fort Frances Memorial Sports Centre.  
**Action: G. Bell will contact the Power Corporation to install a separate electrical meter for the library.**
13. Resignation Tannis Drysdale's resignation from the Board was received with regret.

**Action: M. Sedgwick will inform Council of the resignation and request that procedures for replacement be initiated.**

14. IT Co-ordinator Charlotte Anderson, IT Co-ordinator was introduced.

15. Information Items: The following Information Items were received:

CEO Performance Evaluation Policy

Health & Safety Policy

Workplace Harassment & Violence Policy

Library Assets Register

October Activity Report

**Action: M. Sedgwick will include all Shaw Room counts on future reports, including in-house use.**

16. Adjournment MOTION #91: A. Zucchiatti moved to adjourn at 4:50 p.m.