

**Fort Frances Public Library Technology Centre
Board Minutes
March 2014**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, March 26th 2014 at 2:00 P.M.

In attendance were: Joyce Cunningham, Arlene Georgeson, Robert Schulz, Rick Wiedenhoef, Alan Zucchiatti, Secretary-Treasurer Alicia Subnaik Kilgour

Regrets: Andrew Hallikas, Paul Pirie, Manager of Community Services, Jason Kabel

Absent:

1. **Conflict of Interest.** There were no conflicts of interest.
2. **Non-agenda items.**
There were no non-agenda items.
3. **Minutes:**

MOTION#132: Arlene G. moved to accept the minutes January 22nd 2014.
Seconded by Robert S. Carried.

MOTION#133: Robert S. moved to accept the minutes February 20th 2014.
Seconded by Joyce C. Carried.

4. **Business Arising from Minutes.**

January 2014 Minutes:

G.) Informational Items:

Rick W. asked for clarification on an item dealing with the media. Joyce explained that we are all advocates for the Library.

C.) Policy Review:

Arlene G. asked if the Surveillance Signs have been installed. Alicia SK said that she is in the process of installing the signage.

Arlene G. asked if the Room Booking form had been amended to include clean up procedures. Alicia SK said she was also in the process of amending the form.

February 2014 Minutes:

Joyce C. informed the Board that she and Alicia SK had met with Laurie Witherspoon, the Town Treasurer as per Board Directive.

Joyce C. explained the meeting was very productive and that our questions regarding procedures for capital expenditures were clarified.

Alicia SK explained about the Library's capital accounts (C - Accounts) and the two Library reserves in place: the Library Board CIBC account and the Library Reserve account.

Alicia SK also discussed what types of items are considered capital items and why, including the process for E-readers, iPads and Tablets.

Joyce C. explained that we could assure donors that Library donations will go into our Library account and will not go towards operating expenses.

5. Items for Action/Discussion:

A.) Library Budget:

Rick W. gave the Board a quick update on the Budget process.

A discussion ensued around the importance of integral services, such as the Library, and cutting services, and taxation. Good communication is a challenge during difficult budget times.

MOTION#134: Alan Z. moved to accept the Financial Statements of January 2014, and February 2014. Seconded by Robert S. Carried.

Alicia SK. informed the Board that there is some concern over the Computer Maintenance Line, as our Self-Check units are nearing the end of life.

B.) Strategic Plan update:

Alicia SK. informed the Board that the survey results have been sent to Steven Krauss at OLSN. He hopes to have the report prepared for us sometime in April.

Some of the Board Members asked about the raw data. Alicia SK informed the Board that she has an electronic version available. There was consensus that Members should contact Alicia directly to view the raw data if they wish.

Alicia SK. suggested that we schedule a separate Strategic Planning session before the summer break to keep the process moving forward. The Board agreed to schedule a meeting after they have received the results from Steven K. at OLSN.

C.) In-Camera: Personnel:

MOTION#135: Robert S. moved to go into an in-camera session at 2:57 pm. Seconded by Alan Z. Carried.

Moved out of in-camera at 3:04 pm.

MOTION#136: Arlene G. moved that Alicia SK. proceed as directed in hiring the IT Coordinator. Seconded by Robert S. All in favour. Carried.

D.) Updated Policies:

Alicia SK. distributed copies of the updated policies discussed at the February Meeting.

E.) Library Hours:

The Board discussed the Library's Hours of Operation, including summer hours and moving to a consistent schedule. Changing our hours is cause for confusion with patrons.

Alicia SK. informed the Board of our success over Family Day and March Break. All library programs were very well attended. Alicia SK. indicated that more people were accessing the library for these types of programs and services.

Robert S. said the Library and Library Staff were very accommodating for the SnoAis event, which was a great success.

The Library Board indicated that they made a commitment to staffing, services and programming and are pleased with the news. They also indicated they would like to see summer programming.

A discussion ensued around a modification or reshuffling of current hours to create something more consistent.

MOTION#137: Moved by Robert S. that the Board moves to have consistent hours of operation throughout the calendar year based on community needs and opportunities. Seconded by Rick W. All in favour. Carried.

F.) Next Meeting Date and Place:

Alicia SK. indicated that the Shaw Room is booked by another party for the April Meeting. In addition, Alicia SK will be away on vacation the end of the month.

The Board decided on Wednesday, April 16 at 3 pm for the next meeting.

Joyce C. reminded Board Members of the upcoming webinar on April 1st 2014 on Board Recruitment.

Alicia SK. will send a note to OLSN to let them know that Members are unable to make it, but will use the archive link.

Alicia SK. distributed the letter received from Sylvia Nilsson-Barkman regarding starting a Toastmaster Club in Fort Frances.

There was Board consensus that the request was beyond the scope of Board and the duties of the CEO and that Sylvia should be encouraged to try and work through the local community.

Alicia SK. will let Sylvia know the outcome.

MOTION#138: Rick W. moved to adjourn at 3:52 pm. Seconded by Andrew H.
All in favour. Carried.

Meeting adjourned at 3:52 pm.