

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

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, April 16th 2014 at 3:00 P.M.

In attendance were: Joyce Cunningham, Arlene Georgeson, Robert Schulz, Rick Wiedenhoft, Alan Zucchiatti, Andrew Hallikas, Paul Pirie, Manager of Community Services, Jason Kabel, Secretary-Treasurer Alicia Subnaik Kilgour

Regrets:

Absent:

1. Conflict of Interest. There were no conflicts of interest.

2. Non-agenda items.

The following items were added to the Agenda:

- 3 b) Minutes – In Camera Meeting
- Item 5 e) was shuffled up the queue to 5 a)
- The following items were pulled from the Information Items:
 - S & A Cleaners
 - CEO April 2014 Report

3. Minutes:

MOTION#139: Alan Z. moved to accept the minutes
March 26th 2014 as amended. Seconded by Arlene G. **Carried.**

MOTION#140: Rick W. moved to accept the minutes
April 26th 2014 – In Camera as amended. Seconded by Robert S. **Carried.**

4. Business Arising from Minutes.

March 2014 Minutes:

E.) Library Hours:

The Board asked Alicia SK. if she has received any staff feedback regarding the change in the Library's hours of operation.

Alicia SK. said that the staff have been informed about the hours of operation and are committed to staffing, programs and services.

5. Items for Action/Discussion:

A.) In-Camera - Personnel:

MOTION#141: Robert S. moved to move In-Camera at 3:16 pm.
Seconded by Andrew H.

Carried.

The meeting moved out of In-Camera at 3:30 pm.

Arlene G. made some suggestions regarding the IT Coordinator's Job Description and also asked for clarification about the IT Coordinator's position in the staff rotation.

Alicia SK. will consider all the suggestions brought forward.

B.) Library Finance Report:

Alicia SK distributed the Finance Report. Alicia SK reminded the Board that there is some concern regarding the Computer Maintenance line. The Self-Check and Pedestal system is at the end of life and our annual maintenance fees have significantly increased.

Joyce C. suggested contacting OLSN to discuss the issues we are having.

Arlene G. asked why the 2014 Budget numbers were not represented on the report.

Alicia SK. indicated that the 2014 Budget has not been approved and the Town was still undergoing its audit.

MOTION#142: Alan Z. moved to accept the Financial Statements
of March 31, 2014. Seconded by Arlene G.

Carried.

C.) *Library Benchmark and Statistical Report (Stats):*

Alicia SK. presented the new format for Library Statistics to the Board. Alicia SK. explained how the statistics have been streamlined to follow the same criteria for reporting our annual statistics to the Ministry.

Alicia SK indicated that Jeremy Hughes has restructured Statistics including the methodology and reports. Alicia SK suggested that the Board review, analyze and evaluate the Statistics on a quarterly basis.

There was a discussion around the new format for reporting the statistics. The Board indicated they were very pleased with the new format.

D.) *Capital Request:*

Alicia SK. informed the Board about a few acts of vandalism that had taken place over the last few months. This includes damage to Library Books, stolen DVDs and Games, and the destruction of the outdoor lighting.

A discussion ensued around updating the Library's Surveillance and staffing. The Board directed Alicia SK to look into updating the Library's Surveillance system.

Alicia SK also informed the Board that a new staff workstation will be added to Northwest area of the building. This area is currently the only area that is not readily staffed.

MOTION#143: Rick W. moved that the Library Board approve the capital purchase of a new desk for the Library to be taken from the Library CIBC account. Seconded by Robert S. **Carried.**

E.) S & A Cleaners:

A discussion ensued regarding the letter received from S & A Cleaners.

Alicia SK. reinforced the fact that we should strive to ensure that the Library is looking its best during our hours of operation. Now that the Board has moved to more consistent hours of operations, the facility should be cleaned according to the hours opened.

There was Board consensus that the requests made by S & A Cleaners be granted.

MOTION#144: Arlene G. moved that the Library close on Sunday, June 8th for annual cleaning maintenance as per letter from S & A Cleaners. Seconded by Paul P. **Carried.**

Jason K. was asked to notify S & A Cleaners of the decision.

F.) Strategic Plan:

Alicia SK noted that Board now has the results from the Community User Survey. Alicia SK. also distributed the results for the Staff, Board and Volunteer Survey.

There was discussion around the next steps in the process. Alicia SK informed the Board that Steven Krauss from OLSN is available to visit our Library in June to assist us with the Strategic Plan process.

The Board directed Alicia SK to contact Steven to arrange for a visit.

G.) Next Meeting Date and Place:

The next meeting will be held in the Shaw Room of the Library on Wednesday, May 28th at 2 pm.

MOTION#145: Rick W. moved to adjourn at 4:55 pm. **Carried.**

Meeting adjourned at 4:55 pm.