

**Fort Frances Public Library and Technology Centre
Board Minutes
January 18th 2017**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, January 18th, 2017 at 3:30 P.M. in the Shaw Community Hub

Board members in attendance: Andrew Hallikas, Robert Schulz, Sheri De Gagné, Robin Dennis. Ken Perry, June Caul, Kerry Zucchiatti

Staff: CEO/Secretary-Treasure - Caroline Goulding, Manager Community Services – Jason Kabel

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

2. Call for Non-Agenda Items

Two items were added to the agenda:

- e. In-Camera Session
- f. OPLA Super Conference Planning Opportunity

MOTION#2017-01: Robert S. moved to accept the agenda of January 18th, 2017 as amended. Seconded by Kerry Z.

Carried.

3. Minutes of the Meeting

MOTION#2017-02: Robert S. moved to accept the minutes of December 14th, 2016. Seconded by Sheri D.

Carried.

4. Business Arising from Minutes - There was no business arising from the minutes.

5. Items for Action/Discussion

a. Library Finance Discussion

1. Library Financial Statement – Mid December 2016 Appendix 2

The financial statement is not a final report for the year.

Alberton was invoiced at the end of the year and 0745- Municipality Non-Resident Fees will increase to match the forecasted budget amount.

The events budget line is significantly higher than budgeted due to the large number of donations that were received specifically for events.

There were some unbudgeted capital purchases made in 2016. In previous years the Library did not submit a capital budget to Council and purchases were made using the Library reserve fund with Board approval. The Board feels that capital purchasing plans should be more documented.

Board members questioned why the 2015 Actual amounts differed from the amount listed on the 2017 budget sheet. Caroline G. will follow up with Town staff as to why that is.

The Financial Statement was tabled until the next meeting.

b. RRDLC

All public school students in the Rainy River District now have public library cards. The Cooperative is considering its next steps which will likely be outreach to teachers.

c. Policies – Update

At the last policy meeting HR-01, HR-02, and HR-03 were reviewed along with OP-13 and OP-14. All the policies are now up on the website. They will be approved en-bloc at the next Board meeting.

Caroline G. emailed an updated list of the policies that need to be reviewed in 2017. OP-18 and OP-19 will be reviewed during the February Board meeting.

d. CEO Report

- The Library will be hosting a technology focused co-op placement from the high school from February – June.
- NCDS outreach programs in the Library have begun.
- The video surveillance system was not operational for a week as the power supply malfunctioned. The power supply was replaced and it is now working.
- There have been issues with our security system, as the security on the RFID tags is not getting re-written properly when materials are checked out due to the antennas experiencing interference. Staff have been troubleshooting the issue and some progress has been made but one of the antennas is still experiencing interference from an unknown source.
- Caroline G. is working on a new annual report format that will give more context and present a clearer picture of the Library's activities.
- After researching possibilities, a new internet package has been chosen. The new package will offer more connectivity for approximately \$40 less per month.
- The Library has joined OLS-N Large Print Pool for the next three-year period. Every four months we will receive a new 'block' of 25 large print titles and we will keep the last block of titles. Large Print materials are becoming increasingly popular and this will allow us to offer more titles for less cost.

e. In-Camera Session

MOTION#2017-03: Robert S. moved that the FFPLB meet in camera to discuss a personnel issue. Seconded by Ken P. **Carried.**

MOTION#2017-04: Robert S. moved that Caroline Goulding, Fort Frances Public Library Technology Centre CEO, has been satisfactory or better in the performance of her duties over the first 6 months of her employment as CEO. The Board Chair will write a letter to Aaron Petrin confirming this and authorizing a raise of 3% effective on the 6th month anniversary of Caroline's date of hire. Seconded by Ken P. **Carried.**

f. OPLA Super Conference Planning Opportunity

Caroline G. has an opportunity to join the OPLA Super Conference Planning Committee. This is a good professional development and networking opportunity that will raise the profile of the Library.

Serving on this committee would not cost the Library as expenses would be paid but it would require a commitment of her time.

The Board Chair would need to write a letter of support on behalf of the Board.

MOTION#2017-05: Ken P. moved that the FFPLB authorize Caroline to participate on the organization committee of Super Conference. Seconded by Kerry Z. **Carried.**

6. Next Meeting - February 15, 2017

7. Information Items – none.

8. Adjournment

MOTION#2017-06: Sheri D. moved that this meeting of the Fort Frances Library Board be now closed. Seconded by Kerry Z. **Carried.**