

Fort Frances Public Library and Technology Centre
Board Minutes
October 17th, 2018

The meeting of the Fort Frances Public Library Board was held on Wednesday, October 17th, 2018 at 3:30 P.M. in the Shaw Community Hub

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

Staff: CEO/Secretary-Treasurer - Caroline Goulding

Absent: Ken Perry [Not Excused], Jason Kabel, Manager of Community Services

MOTION#2018-54: Sheri D. moved that the FFPLB excuse Ken Perry for his absence on October 17, 2018. Seconded by Robin D. **Defeated.**

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

2. Call for Non-Agenda Items

MOTION#2018-58: Sheri D. moved to accept the agenda of October 17th, 2018. Seconded by Robert S. **Carried.**

3. Minutes of the Meeting

MOTION#2018-59: Robert S. moved to accept the minutes of September 19th, 2018 as amended. Seconded by Sheri D. **Carried.**

4. Business Arising from Minutes

- The letter of appreciation that was sent to Steven Kraus was read aloud under correspondence at the last OLS-N Board Meeting.
- The MakerSpace and Computer Lab redesign is continuing to be worked on.
- 5.a.4 The budget meeting was held on October 15th and a first draft of the budget is complete
- 5.b. Customer Service Promise Statement will be posted throughout the Library and the new tradesperson has begun their duties
- 5.g. The Toolkit used to create the SROI report has been shortlisted by the Ministry for an Innovation Award
- 5.f. At the policy meeting, four policies were discussed instead of three

5. Items for Action/Discussion

a. Library Finance Discussion

1. Library Financial Statement – September 2018

- Caroline G. feels the Library is on track to be on budget this year.

MOTION#2018-60: June C. moved to accept the financial report of September 2018. Seconded by Robert S. **Carried.**

b. CEO Report

i. Circulation

Physical circulation was in September 2018 was low compared to September 2017, digital circulation continues to increase.

ii. Programming

Fall programming has proved very popular, particularly Story Time. Staff are considering adding a second session of Story Time due to demand. Staff will be piloting a 6 week session of a “Toddler Hangout” program on Thursday evenings. Trunk or Treat is upcoming. For Ontario Public Library Week, a volunteer appreciation lunch was held yesterday and Staff will be announcing the winner of the Evergreen Award later this week. Next week is the Typical Survey Week.

iii. Incidents

There were six reported incidents over the month of September, aggregate information regarding them was shared.

c. Strategic Plan Update

i. October Draft – Long Form

The Strategic Plan is nearly at its final form. Caroline G. will be approaching the Friends for an additional objective at their meeting Thursday, October 18. The Board is encouraged to bring any grammatical mistakes to Caroline G’s attention. It was suggested that a Table of Contents be added.

ii. October Draft – Short Form

Caroline G. displayed a newer version of the short form of the strategic plan which is much more graphics heavy.

The Strategic Plan will not be presented to Council until after the election. Discussion was had surrounding which stakeholders would

receive which version of the Plan. The long form version will be available to everyone.

d. Accreditation Update

Progress has been made towards 11.1 Technology Plan

e. Policy Update

OP-04 and OP-17 had previously been policies approved on a one year term, they will now be approved for four year terms. The use of the term “District Manager” within HR-11 was discussed, it was decided to leave the term in our policy.

There will be a policy meeting on November 14 at 4:00pm in the Shaw Community Hub. There are four policies for renewal, HR-01, HR-02, HR-03 and OP-05.

MOTION#2018-61: Robert S. moved that policies HR-10, HR-11, OP-04, and OP-17 be blocked and voted on as a single motion. Seconded by June C. **Carried.**

MOTION#2018-62: Robert S. moved that policies HR-10, HR-11, OP-04, and OP-17 be adopted as presented for a four year period effective this meeting date. Seconded by June C. **Carried.**

f. Next Meeting Date

The Board will meet on Wednesday, November 14th at 4pm for a policy meeting in the Shaw Community Hub

The next Board meeting will be Wednesday, November 21th at 3:30pm in the Shaw Community Hub

6. Information Items

a. Museum Gala

Novemberfest tickets are on sale, they are \$30 in advance and \$35 at the door. The event will be on Thursday, November 1st from 6:30-9:30 and include refreshments.

At the beginning of the meeting the Board received a technology presentation from the IT Coordinator on the use of the Library’s green screen technology.

7. Adjournment – 4:18pm

MOTION#2018-64: Sheri D. moved that this meeting of the Library Board be now closed. Seconded by Robert S. **Carried.**