

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

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, January 22<sup>nd</sup> 2014 at 2:00 P.M.

**In attendance were:** Joyce Cunningham, Arlene Georgeson, Robert Schulz, Paul Pirie, Secretary-Treasurer Alicia Subnaik Kilgour, and Manager of Community Services, Jason Kabel

**Regrets:** A. Hallikas, Rick Wiedenhoeft, Alan Zucchiatti

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

**2. Non-agenda items.**  
There were no non-agenda items.

**3. Minutes:**

There were no errors or omissions.

MOTION#121: Arlene G. moved to accept the minutes December 18th, 2013.  
Seconded by Robert S. Carried.

**4. Business Arising from Minutes.**

A) *Strategic Plan:*  
i) **Update:**

Margitta McLeod is currently doing the data entry for the Community User Survey. These results will be forward to Steven Krauss at OLS North for analysis.

Arlene G. also volunteered to assist if the need arises.

F) *Adaptive Area:*

Joyce C. has investigated the issue with the Adaptive Technology Area. The Library is still meeting the grant requirement for that area.

G) **Informational Items:**

Joyce C. reviewed the procedure for speaking to the media. The Chair of the Board should speak on behalf of the Board to the Media and in the Chair's absence, it should be the Vice-Chair of the Board. This is relevant if a member is sitting on a different Board,

Committee, or Organization. The CEO is also the Library's representative on various committees and organizations.

## **5. Items for Action/Discussion:**

### **A.) Strategic Plan:**

#### **iii.) Exercise:**

The Library Board completed the Mission, Vision, Core Values exercise provided by Steven Krauss from OLS North.

There was great discussion and analysis of the current mission, vision and core values. One noteworthy item is the new proposed mission statement:

*“To dream and inspire community...”*

Alicia will send out the results of the exercise to the Library Board.

### **B.) In-Camera Personnel:**

MOTION#122: Robert S. moved to go into an in-camera session at 3:30 pm. Seconded by Paul P. Carried.

MOTION#123: Arlene G. moved out of in-camera at 3:38 pm. Seconded by Paul P. Carried.

MOTION#124: Robert S. moved that the CEO proceed as directed in-camera. Seconded by Arlene G. Carried.

### **C.) Policy Review:**

The Library Board reviewed the following policies: Bylaw 3, Bylaw 5, CEO Performance appraisal GOV-08, Computer Use OP 04 and Confidentiality and Protection Privacy OP 05. Highlights include:

- Bylaw 5 is taken for the Public Libraries Act.
- GOV – 08 needs to have the dates and timelines amended.
- OP 04/05 procedures were discussed and the policy will be amended.
- There was some discussion about Library Surveillance and the period of time that the footage is kept. There was consensus on a 6 month time frame and proper signage to be installed.

MOTION#125: Arlene G. moved to amend Policy GOV-08 from “March” to “May” dates and “April” to “June.” Seconded by Paul P. Carried.

MOTION#126: Robert S. moved to amend OP – 04 as discussed. Seconded by Arlene G. Carried.

#### **D.) User Fees:**

The Library Board discussed the Library User Fee schedule. There was consensus to maintain the current Non-Resident Membership fees as well as the Library Fines, but to alter the fees for Room Bookings and use of the Shaw Community Hub.

Highlights include:

- Shaw Community Hub. There was consensus that the space not be used for Birthday Parties for children under the age of 12 years old. The user agreement should also be amended to include procedures for clean-up.

MOTION#127: Arlene G. moved to approve the amended 2014 User Fee Schedule as discussed, effective April 1/14. Seconded by Robert S. Carried.

#### **E.) Consent Agenda:**

The Library Board decided that there is no need to move to a Consent Agenda format.

F.) Next Meeting Date:

The next meeting will be held February 26<sup>th</sup> at 2 pm.

MOTION#128: Robert S. moved to adjourn at 4:43 pm. Seconded by Arlene G. All in favour. Carried.

Meeting adjourned at 4:43pm.