

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

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, May 28th 2014 at 2:00 P.M.

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

Regrets: Andrew Hallikas, Paul Pirie

Absent:

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

2. Non-agenda items.

The following item was moved to 5 a) and the queue was shuffled:

- o CEO May 2014 Report

3. Minutes:

MOTION#146: Arlene G. moved to accept the minutes
April 16th 2014 as amended. Seconded by Robert S.

Carried.

MOTION#147: Rick W. moved to accept the minutes
April 16th 2014 – In Camera as amended. Seconded by Alan Z.

Carried.

4. Business Arising from Minutes.

April 2014 Minutes:

A.) In-Camera - Personnel:

Rick W. asked for clarification on the IT Coordinator and the staff rotation.

Alicia SK. noted that the IT Coordinator is in the staff rotation.

B.) S & A Cleaners:

Jason K. reported that he had informed S & A Cleaners that their requests had been granted and that the Library will be closed on Sunday, June 8th for maintenance.

Jason K. also reported that he encouraged S & A Cleaners to bring forward any future requests for consideration.

5. Items E Action/Discussion:

A.) Strategic Plan:

i.) Exercise:

The Board completed a Strategic Plan Exercise forwarded by Steven from OLS North. This included reviewing the Survey results to create a list of core library services.

B.) Information Items: CEO April 2014 Report

Joyce C. asked if the lighting had been repaired.

Alicia SK. said that the repairs had been made.

Alicia SK. informed the Board that she had only received one quote from Wilsons for the new desk workstation.

The Board asked Alicia SK. to follow-up with Jim Hudson regarding his quote for the space.

Alicia SK. informed the Board that we were still waiting for a quote from Sunset Systems and Leisure Audio Plus.

Arlene G. suggested that the confidential pieces be removed out of the CEO Report and presented separately.

Alicia SK will do so in the future.

Alicia SK indicated that some staff had asked for a Temporary Unpaid Leave of Absence. Alicia SK suggested that staff investigate the effects for their benefits, but is in favour of granting the time off. This will be very cost effective for the Library.

A discussion ensued around ensuring that the process was fair and that the time off did not impact service to the public.

C.) Library Finance Report

Alicia SK. informed the Board that the Budget was not approved and that the Audited Statement was not yet available.

Alicia SK. said she would present the updated Finance statements at the next Board Meeting.

a. Technology Report:

The Board discussed the Bibliotecha Refresh report and the WatchGuard Firewall report.

The Board endorsed both reports, with the “No” prepay option for service and updating to 6 staff workstations. The capital expenses will be funded from the Library Reserve Account.

The Library will realize cost savings as a result of the Refresh.

Alicia SK was instructed to prepare and present a report to the Community Services Executive Committee, which will then to be forwarded to Council.

MOTION#148: Arlene G. moved that the 2 IT Proposals be brought to the Community Services Executive Committee by Alicia for recommendation to Council. Seconded by Alan Z. **Carried.**

MOTION#149: Alan Z. moved to move In-Camera at 4:31pm. Seconded by Robert S. **Carried.**

The meeting moved out of In-Camera at 5:30 pm.

MOTION#150: Rick W. moved that the Board Chair proceed as directed. Seconded by Robert S. **Carried.**

Joyce C. will write a letter to HR regarding Alicia’s Performance Review.

The Board decided that they would like to have Steven from OLS North visit the Library for a Strategic Planning session on June 17th.

C.) Next Meeting Date and Place:

The next meeting will be held in the Shaw Room of the Library on Wednesday, June 25th at 2 pm.

Meeting adjourned at 5:10 pm.