

**Fort Frances Public Library Technology Centre
Board Minutes
May 18th 2016**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, May 18th, 2016 at 3:30 P.M in the Shaw Community Hub.

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

Staff: CEO/Secretary-Treasurer - Alicia Subnaik Kilgour, Manager of Community Services - Jason Kabel

Regrets: Ken Perry, Robin Dennis

Absent:

1. **Conflict of Interest.** There were no conflicts of interest.
2. **Non-agenda items.**

There were no Non-Agenda items.

3. **Minutes:**

MOTION#2016-19: Kerry Z. moved to accept the minutes of April 20th. Seconded by Sheri DG.

Carried.

MOTION#2016-20: Robert S. moved to accept the in-camera minutes of April 20th. Seconded by June C.

Carried.

4. **Business Arising from Minutes.**

Andrew H. gave a brief update on a meeting regarding our former Library Intern.

Alicia SK gave an update regarding the upgrade of the surveillance, funded through the Gagne Estate donation.

Alicia SK talked about looking after the Library gardens after some recent vandalism.

Alicia SK will have the outside water tap repaired.

A) Finance Reports:

i) Library Finance Report

Now that the Town 2016 Budget has passed, the figures for the 2016 Budget have to be added to the financial statements.

ii) Donations Update

Alicia SK gave an update on the upcoming \$50,000 donation to the Library. Jason K. followed up and informed the Board that everything has been looked after.

B) Building Maintenance:

i) Library Parking Lot – Traffic Control By-Law Amendment:

The Board examined the Library Parking Lot – Traffic Control By-Law Amendment Appendix 5 submitted by Patrick Briere, By-Law enforcement.

There was a discussion regarding the Library Parking lot, which is shared with the Sportsplex and the need to update the By-law for the fire route and handicap parking.

There was Board consensus to proceed with Parking Lot proposal.

Andrew H. thanked Jason K. and Patrick B. for their work on resolving the issue and expressed his desire that the Library continue to develop a good working relationship with the Town.

C) Project Sunset Update:

Alicia SK gave an update regarding the project. The OPP have to go through the procurement process and the documents will be held up in the process. We are now looking at the Fall 2016 for a possible start date and for our part of the Project to begin.

D) Policies:

MOTION#2016-21: Robert S. moved, be it resolved that the following Library Policies will be *bloc*:

FN – 01, FN – 02, GOV – 07, OP – 03, GOV – 03, GOV – 04, HR 11, GOV – 01, GOV – 05, GOV – 06, FN – 04, GOV 02, OP – 11 and that the Board approval of these policies be voted on *en bloc*.

Seconded by Kerry Z.

Carried.

MOTION#2016-22: Robert S. moved, be it resolved that the following Library Policies listed in the *bloc* be approved *en bloc*.

Seconded by Sheri DG.

Carried.

Robert S. gave an update on the Policy Audit.

Robert S. reminded Board Members that the next Policy Meeting is Wednesday, June 8th at 3:30 pm. Alicia SK will make certain the policies are updated on the Library's website.

The committee will review the Privacy and Video Surveillance webinar first, followed by the Policy meeting.

Jeremy Hughes will attend as Alicia SK is away at an OPLA Council Meeting in Toronto.

E) Shaw Room Bookings:

Alicia SK gave an update on the recent Shaw Room Bookings. The After-hours rate (beyond regular hours) needs revisiting due to multiple requests for early openings. The Board may wish to consider a per hour rate rather than the current flat fee rate.

This Policy should go back to the Policy Review Committee for discussion at an upcoming meeting.

F) Library Closure for the Carpet Cleaning June 26th 2016:

S&A Cleaners has requested the closing of the Library for the annual carpet and window cleaning on Sunday, June 26th 2016.

There was Board consensus to move forward with the closing.

G) Volunteer BBQ:

Andrew H. and Robert S. will be here at 11:30 am tomorrow to look at the BBQ and the prepare for the Volunteers to arrive.

Alicia SK ordered salads from Tess' Kitchen and the hot dogs have been purchased.

Alicia SK indicated that we have had a great response from volunteers.

H) CEO Report:

Alicia SK updated the Board on a few initiatives. Highlights included:

Staffing:

- Nadine Mutz has been hired as the Public Services Clerk and has an official start date of June 1, 2016. She is very excited about the opportunity and will be a great asset to the Library.
- Alicia SK will post for another On-Call person to replace Nadine M.
- This still leaves the ½ time position, which will remain vacant until we know what is happening with the Project Sunset position. Currently, On-Call staff have been filling in the gaps.

Tweens:

- Frank and Donna have extended their volunteering and are now teaching the Tweens from our Tween Club, how to line dance.
- Ballroom dancing is done, but may start again in the Fall.

Seven Gens:

- Alicia SK had a great meeting with Tanya Howarth at Seven Generations regarding their library expansion project.
- Opportunities to contract for service exist for the future.
- They are currently doing a renovation and refresh of their Library in the Nanicost Building
- We want to continue to work together to build positive relationships with this group.
- As their designation is an Education Institute, they are unable to receive funding from the Ministry of Tourism, Culture and Sport, but may be eligible for funding from the MTCU and OTF

Seed Library:

- The Seed Library has launched with success.
- We also gave trees away, sponsored through our partnership with Rainy River Stewardship.

Community Chat Room:

- The first Community Chat Room is scheduled for May 31st at 6 pm in the Shaw Community Hub.
- The first topic is LGBTQ
- Light refreshments will be served.

Friends Book sale:

- The Friends of the Library Annual book sale raised approximately \$3,000.
- The Friends also received a large estate donation.

MOTION#2016-23: Kerry Z. moved at 5:20 pm that we move In-camera [to discuss a personal matter involving an identifiable individual]. Seconded by Sheri DG.

Carried.

MOTION#2016-25: Robert S. moved that the Board accept and Endorse the CEO Evaluation as presented. Seconded by Kerry Z.

Carried.

The meeting moved out of camera at 5:40 pm.

I) Next Meeting Date:

It was decided that the next meeting date be Wednesday, June 13, 2016 at 3:30 pm in the Shaw Community Hub.

MOTION#2016-25: Robin D. moved close the meeting at 5:45 pm. Seconded by June C.

Carried.

Meeting adjourned 5:45 p.m.