

Fort Frances Public Library and Technology Centre
Board Minutes
October 19, 2016

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, October 19th, 2016 at 3:30 P.M. in the Shaw Community Hub

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

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

Regrets: Ken Perry

1. **Conflict of Interest.** There were no conflicts of interest.
2. **Call for Non-Agenda Items**

MOTION#2016-52: Kerry Z. moved to accept the agenda of Wednesday, October 19th, 2016. Seconded by Robert S. **Carried.**

3. **Minutes of Meeting**

Robin D. will be added as present to the minutes of September 28th, 2016

Discussion was had around the naming of staff and individual board members. It was determined that if it was appropriate, e.g. if instruction had been given, staff would be named individually otherwise only generic terms would be used.

MOTION#2016-53: Robert S. moved to accept the minutes of September 28th, 2016 as amended. Seconded by Robin D. **Carried.**

4. **Business Arising from Minutes**

Outside water tap will be tested this coming Friday during the Tulip Planting Party. The shut off valve will be labelled so its location is clear.

The review date for policy GOV-08 has been corrected on the website.

A new shredder was purchased locally and a regular maintenance cycle is in place.

The Library still does not have hot water. Pryde's has been called and emailed and has not followed up. The removal of the tank was included in the quoted price. It should be

noted that Pryde's is the preferred contractor however, that does not preclude us from calling another plumber should Pryde's not respond.

Connect Electric has been contacted twice about replacing the pot lights

Caroline G. has talked to two companies regarding installing a fob system. Jeremy H. and Caroline G. met with Tyson D. at the Town to see their system. He is going to be sending us the name of a third company, as if we do all five doors it will likely be over \$5000. Caroline G. will talk to staff to get their opinions on the different systems.

5. Items for Action/Discussion:

a. Library Finance Discussion

i. Library Finance Report

The overage in the travel budget line includes the travel of the CEO candidates and the travel Alicia was paid for when she sat on a provincial committee. There was counter revenue to offset that travel.

Caroline G. will investigate what the New Library line is

MOTION#2016-54: Robert S. moved to accept the financial report of September 2016. Seconded by June C. **Carried.**

b. RRDLC

The Cooperative is proposing to give teacher's a membership at a \$35 rate per individual. The school board will provide eligible teachers with a letter. The Library will be invoicing the school board directly for the cost of these memberships. The Board would like to see teachers be able to use the \$35 towards a family membership i.e. they pay \$42 and the school board contributes \$35.

Mike Parkhill, a children's author, will be mentioning the Cooperative as a best practice during a keynote address he is giving in Halifax during a conference on technology and education.

The Cooperative is beginning to explore the possibility of lending kits between the schools and the libraries over the summer months

c. Policies – Update

At the policy meeting last week HR-04, HR-05, HR-06, HR-07, HR-08, HR-09, and OP-02 were reviewed. These policies will be voted on at the next Board meeting. Caroline G. will email out a notice once the changes have been made on the website.

Caroline G. had cosmetic changes to be made to a number of policies. She will email out a list of those changes to the Board.

Next policy meeting is November 9th, a new shredder policy will be discussed and we will also revisit GOV-08, OP-13, and GOV-05. Caroline will check on the availability of the Shaw room.

At a future meeting the policy committee will need to review the Kenora policies and compare them with the policies that we have, which will help in accreditation. Caroline G. will create a list that compares the two sets of policies to identify gaps and overlaps.

d. CEO Report

Project Sunset

Staff Sgt. Anne McCoy will be invited to the next Board meeting.

Caroline G. and Anne M. met and went over the changes in the project. The Music/Arts/Cultural (MAC) Coordinator will not be facilitating programs their role will be as a community resource librarian. This is still an excellent partnership opportunity that will further the Library's place as a community hub.

Anne M. has invited Caroline G. to attending the weekly Monday morning Project Sunset meetings.

The Chair will meet with Caroline G. to go over the impact the unfilled part-time position might have on this position.

The MAC Coordinator will be able to have desk space at the Library however; they will need the flexibility to be out in the community as needed.

They will fall underneath the Library's travel policy.

Fire Drill

It was the first drill in a long time and it went well. The Fire Department will be asked for their suggestions.

Events

Human Library had low attendance, though that is common with this event. Caroline G. is considering changing how this event is marketed to the community in the future.

There is a Tulip Planting Party this Friday at 10am.

We will be having puppeteer Chad Solomon come with his puppets, Rabbit and Bear Paw, on November 3rd.

Mary Cassanova is meeting with Tween Club Monday, October 24th and having a book launch after at 6:30 in the Library.

Trunk or Treat

The planning process is coming along well and donations have begun to come in. Anyone who contributes either by donating candy or funds is going to be recognized on the Trunk or Treat website and after the event in the paper.

Staff Training

Staff have begun self-directed training hours.

Watt Visit

Jeffrey Watt visited the Library and Caroline G. took him on a tour and showed him the plaque honouring his father

Museum Partnership

Caroline G. has offered Sherry G. the use of one of the Library's display cases to show objects related to current museum.

Overdue Notices

There was a technical glitch that caused all patrons with checked out materials at all JASI libraries to be send an overdue notice. Staff have been handling the fallout from this exceptionally well.

Capacity

We have been cleared for a third year of the capacity grant. This revenue will need to be deferred to next year.

Budget

Caroline G. has been working on the budget and Jason K. has reviewed it. Caroline G. will email her preliminary numbers to the Board for their review ahead of the next meeting.

e. Next Meeting Date

Wednesday, November 16th, 2016 at 3:30pm

6. Information Items

Museum Gala – November 3rd at 6:30, tickets will be \$30 in advance and \$35 at the door the theme is a Night at the Museum. People are encouraged to dress up.

Caroline G. has been invited to the Safe Community AGM on Nov. 15th at 11:30am in the EMS building

The Chair and Caroline G. are working on creating 5-10 minute presentations for the Board members and Caroline G. has been researching webinars.

7. Adjournment

MOTION#2016-55: Sherry D. moved to adjourn the meeting. Seconded by Robert S.

Carried.