

**Fort Frances Public Library and Technology Centre
Board Minutes
November 16th 2016**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, September 28th, 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

Excused: Ken Perry

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

MOTION#2016-56: Robert S. moved to accept the agenda of November 16th, 2016.
Seconded by Kerry Z. **Carried.**

3. **Minutes of the Meeting**

MOTION#2016-57: Robert S. moved to accept the minutes of October 19th, 2016.
Seconded by Kerry Z. **Carried.**

4. **Business Arising from Minutes**

The outside water tap is still in the process of being fixed.

A new shredder has been purchased and the policy committee has created a policy regarding its use.

The Library has hot water again and the tank has been removed.

Galbraith's (Canect) has been called a number of times regarding replacing the pot lights and has not responded. Caroline G. has called Caron Electric to get a second quote.

The quote from Dan de Gagne (Sunset Protection) has come in. The staff is currently locking the door with their keys.

The Cooperative is meeting on Monday, November 21.

Anne McCoy is out of town so could not attend this meeting. She and Caroline G. are going to be meeting with the Vancouver Public Library to talk about the Working Together, Community-Led Libraries initiative they were involved in.

5. Items for Action/Discussion

a. Library Finance Discussion

i. Library Finance Report

Alicia SK.'s travel was paid for by the Library and then reimbursed through Ontario Library Service.

MOTION#2016-58: Sheri D. moved to accept the Finance Report of January to October 2016. Seconded by Robin D. **Carried.**

ii. 2017 Budget

MOTION#2016-59: Sherri D. moved that the budget for 2017 be approved as presented. Seconded by Robert S. **Carried.**

1. User Fees

MOTION#2016-60: June C. moved that the Library increase non-resident fees by 1.5% and that all other Library Fees remain unchanged. Seconded by Robert. S. **Carried.**

b. Policies – Update

MOTION#2016-61: Sheri D. moved to bloc policies HR-04, HR-05, HR-06, HR-07, HR-08, and HR-09. Seconded by Robert S. **Carried.**

MOTION#2016-62: Robert S. moved to accept the motion and approve the above mentioned policies en bloc for a four-year period. Seconded by Kerry Z. **Carried.**

An update was given on the accreditation process. Caroline G. will be emailing a copy of the OPLG policy checklist to the Board. The checklist will be used to evaluate our policies and we shall refer to either Kenora's policies or the Trillium samples as a template.

The Town has not yet updated its Accessibility policy

Caroline G. is going to create a list of the policies which need to be reviewed in 2017.

It was suggested that the Board consider including policy within regular meetings, it was determined that there was too much work left at this time to include policy within regular meetings.

6. CEO Report

The Library had a number of successful events recently, Trunk or Treat, Chad Solomon, and Mary Cassanova.

One of the on-call staff members has resigned. She will not be replaced immediately.

Caroline G. met with the Executive Director and Marketing Coordinator of NCDS last week to discuss the possibility of a partnership. Details are still being confirmed but the hope is that their Outreach staff member will be visiting the Library regularly to offer resume and cover letter writing assistance.

The Library was successful in their YIP application, and has received funding for 700 hours for an IT Assistant. Interviews are on Friday of this week.

The Library has received a memorial donation in honour of Bill Saranchuk.

The Library will be closed December 24 - 26 and December 31 - January 1. We will be open regular hours all other days.

Caroline G. led a brief information session on Library Acronyms.

7. Adjournment

MOTION#2016-63: Sheri D. moved that Ken Perry be excused from the November Board meeting. Seconded by R. Dennis. **Carried.**

The next meeting of the Board will be on Wednesday, December 14th at 3:30. Kerry Z. and June C. conveyed their regrets for that meeting.

The next policy committee meeting will be on January 11, 2017 at 3:30. Caroline G. will book the Shaw room.

MOTION#2016-64: Robert S. moved that the Library Boarding meeting of November 16, 2016 be closed. Seconded by Sheri D. **Carried.**