

**Fort Frances Public Library and Technology Centre**  
**Board Minutes**  
**March 15<sup>th</sup>, 2017**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, March 15<sup>th</sup>, 2017 at 3:30 P.M. in the Shaw Community Hub

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

**Staff:** CEO/Secretary-Treasurer - Caroline Goulding

**Regrets:** Robin Dennis, Manager Community Services – Jason Kabel

**Absent:** Ken Perry

1. **Declaration of Conflict of Interest** - There were no conflicts of interest.
2. **Call for Non-Agenda Items** – none.

MOTION#2017-16: Robert S. moved to accept the agenda of March 15<sup>th</sup>, 2017. Seconded by Sheri D. **Carried.**

3. **Minutes of the Meeting**

MOTION#2017-17: Robert S. moved to accept the minutes of February 15<sup>th</sup>, 2017. Seconded by Sheri D. **Carried.**

4. **Business Arising from Minutes**

- SnOasis, the Museum event for which we partner, was a large success and underlines the importance of the partnerships we have developed.
- Annual Report has been prepared and will be distributed once we receive the final financial data for 2016 from the Town. Corrections were suggested by Board members. Copies will be submitted to the two Councils, around the Library, and to a variety of community organizations including the press.
- Issue with security tags is still being troubleshot
- Going forward the number of visitors will be phrased as number of visits
- The 112,593 number was verified a staff member manually counted the number of visitors using the surveillance footage from the front doors and over one week the

automatic counter was only off by two people. Staff are going to continue to do verification checks throughout the year.

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

### **a. Library Financial Statement – February 2017**

No capital statement was included as no capital purchases have been made in 2017

As per the agreement Alberton is being given one invoice for the year

MOTION#2017-18: Sheri D. moved to accept the financial report February 2017.  
Seconded by Robert S. **Carried.**

### **b. 2017 Operating Forecast Update**

Representatives of the Board met with Town Administration twice to discuss the operating forecast for 2017. At the second meeting representatives from Town Administration and the Board went through the budget line by line and identified possible cuts. Through that process we came to a cut of \$12,693, this cut would not impact services to the public in any way. The forecast is now pared down to the bone, any further cuts would impact services.

MOTION#2017-19: Robert S. moved to accept the latest version of the 2017 budget as presented. Seconded by Kerry Z. **Carried.**

### **c. Policies – Update**

MOTION#2017-20: Sheri D. moved to pass policy OP-18 (MakerSpace) for four years. Seconded by Robert S. **Carried.**

MOTION#2017-21: Robert S. moved to pass policy OP-19 (Donations) for four years. Seconded by Sheri D. **Carried.**

An accreditation meeting was held Wednesday, March 8<sup>th</sup> to review the documents that had previously been distributed. A number of minor changes to policies have been identified as necessary to fulfill the guidelines. There will be another accreditation meeting on Wednesday, April 12<sup>th</sup> at 3:30 in place of a policy meeting. These changes will not extend the review dates of those policies.

HR-10 Use of Technology will be reviewed in the Fall along with OP-05 Privacy.

### **d. CEO Report**

- Caroline G. will be a panelist for the English Fiction Northern Lit Award and the Library will be able to keep the books after she has reviewed them
- The SEP grant was submitted.

- The Co-op student has been a great boon to the Library and has increased our capacity for on-on-one technology appointments greatly.
- March Break Activities have been very well attended and have benefitted from dedicated volunteers. Staff do have processes in place for acknowledging and thanking volunteers for what they do.
- Caroline G. is in the process of arranging a meeting with Sgt. McCoy regarding Project Sunset
- The RRDLC is meeting next Monday, March 20th, in particular outreach to promote the collection will be discussed.
- There were a number of Library mentions in media including the Fort Frances Times, Westend Weekly, and B93.
- Strategic Plan Update
  - Caroline G. is making a physical suggestion box for patrons to offer feedback in the Library and will investigate offering the same online
  - Through preparing the Annual Report fulfilled - “Auditing services annually using library data to measure and determine validity of programs and services.”
  - Continued to fulfill “Provide IT training through tutorials, work-shops, and one-on-one sessions”
  - Staff are preparing to begin offering patron initiated interlibrary loans, this new initiative is in keeping with the Strategic Plan and simplifying technology access.
  - Staff are trying to grow statistics through increased capacity for Reader’s Advisory and new Read-a-like initiatives fulfilling “knowledgeable staff and engaging users”

**e. Next Meeting Date**

Wednesday, April 20<sup>th</sup>, 2017 at 3:30pm in the 52 Canadians meeting room.

**6. Information Items - none**

**7. Adjournment**

MOTION#2017-22: Robert S. moved that the meeting of the Library Board be now closed.  
 Seconded by Sheri D. **Carried.**