

Fort Frances Public Library and Technology Centre
Board Minutes
May 24th, 2017

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, May 24th, 2017 at 3:30 P.M. in the Shaw Community Hub

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

Staff: CEO/Secretary-Treasurer - Caroline Goulding

Regrets: Manager Community Services – Jason Kabel

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

2. Call for Non-Agenda Items

MOTION#2017-30: Sheri D. moved to accept the agenda of May 24th, 2017. Seconded by Robert S. **Carried.**

3. Minutes of the Meeting

MOTION#2017-31: Sheri D. moved to accept the minutes of April 26th, 2017. Seconded by Robert S. **Carried.**

4. Business Arising from Minutes

- Item 5: A report will be presented during the June Board meeting regarding the Library's power consumption and possible cost saving measures.
- Caroline G. is still trying to step up a meeting with Sgt. McCoy

5. Items for Action/Discussion

a. Library Finance Discussion

1. Library Financial Statement – April 2017

Caroline G. is in the process of investigating the overage in Lawn and Yard Maintenance. The overages in the Memberships and Digital Collections lines will be rectified through moving invoices to their correct lines. The overage in the Telephone and Communications compared to last year's actuals to date is due to the switch in telephone providers, this line should even out by the end of the year.

MOTION#2017-25: Robert S. moved to accept the financial report to the end of April 2017. Seconded by Kerry Z. **Carried.**

b. Policies – Update

The Board thanked Jeremy H. for his assistance in updating the policies online and for all his IT work.

MOTION#2017-33: Robin D. moved to bloc the following policies that have been amended as a result of the accreditation process. BL-05, GOV-07, HR-03, HR-04, HR-05, HR-06, OP-01, OP-02, OP-03, OP-04, OP-06, OP-07, OP-09, OP-14, OP-16. Seconded by Kerry Z. **Carried.**

MOTION#2017-34: Kerry Z. moved to accept the motion approving the above mentioned policies en bloc without altering the current review time frame of the policies. Seconded by Robin D. **Carried.**

c. CEO Report

- The 2016 Annual Report was presented to Alberton's Town Council. They have accepted our offer to do outreach programming over the summer.
- The summer programs have been planned and advertised, there is an exciting line up planned.

i. Thunder Bay Networking Meeting

A representative of the Nordik institute presented the principles behind the Valuing Northern Libraries Toolkit.

During the Networking meeting some librarians expressed their frustrations with the Grants Ontario and Annual Survey systems and a draft letter was created regarding the issue was created for Boards to use. The Board chose to not submit a letter regarding the systems.

ii. Culture Strategy Funding Update

Roundtable discussions have been taking place in Toronto to discuss Ontario's Culture Strategy and its impact on public libraries, including the provincial funding model.

A Library raised concerns regarding the lack of transparency surrounding these meetings, including no published agendas and minutes. Another draft letter was distributed for Boards to send if they wish.

Caroline G. will investigate this matter further and inform the Chair of her findings, who will then disseminate them to the Board for consideration as to whether a letter should be sent.

iii. Circulation

Circulation is continuing its trend of slight reductions. Staff are continuing to innovate new strategies to increase Circulation, including a new genre-based display.

The Board expressed their appreciation of Penny S.'s creative efforts.

d. Strategic Plan Update

- "Simplify Access > Education and train our community and staff about available resources." The Makerspace Certification Course is nearly complete and an article appeared in the paper regarding the initiative.
- In order to have a new Strategic Plan in place for 2019-2022, the Board should consider beginning the planning process this year.

e. Accreditation Update

- Caroline G. has created a project management timeline for the remaining Accreditation items in order to ensure Accreditation is achieved by the end of 2018
- The Library is entitled to a pre-audit

f. CEO Performance Appraisal

MOTION#2017-35: Robert S. moved that the Board meet in Camera to deal with a matter concerning an identifiable individual. Seconded by Kerry Z. **Carried.**

MOTION#2017-37: Sheri D. moved that the Board approve the Report on the CEO's Performance Appraisal as presented and that the Board Chair contact the Town H.R. Manager to inform him of the results. Seconded by Robin D. **Carried.**

g. Next Meeting Date

Wednesday, June 21st, 2017 at 3:30pm in the Shaw Community Hub

6. Information Items

a. CSJ Grant

The Library was successful with its CSJ Grant application. Caroline G. is working with the Town H.R. Manager to schedule interviews.

b. Donations

The plaques for the bench outside have been received

The Library received a \$500 donation for Large Print books

7. Adjournment

MOTION#2017-38: Kerry Z. moved that this meeting of the Library Board be now closed. Seconded by Sheri D. **Carried.**