

**Fort Frances Public Library and Technology Centre**  
**Board Minutes**  
**April 18<sup>th</sup>, 2018**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, April 18<sup>th</sup>, 2018 at 3:30 P.M. in the Shaw Community Hub

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

**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**

5.g. Public Services Clerk

MOTION#2018-24: Robert S. moved to accept the agenda of April 18<sup>th</sup>, 2018 as amended. Seconded by Kerry Z.

**Carried.**

**3. Minutes of the Meeting**

MOTION#2018-25: Kerry Z. moved to accept the minutes of March 21<sup>st</sup>, 2018. Seconded by Robert S.

**Carried.**

**4. Business Arising from Minutes**

- The paperbacks have begun being moved

**5. Items for Action/Discussion**

**a. Library Finance Discussion**

**1. Library Financial Statement – January - December 2017**

- Caroline G. and Dawn G. will be looking into the 2018 full time salaries to ensure there is not the same discrepancy between actual versus budgeted in this year
- The Service Ontario grant is a grant the Library receives to help people navigate the Service Ontario website and can be spent on expenses associated with our hardware costs to do so
- Memberships was low as when an invoice had been recoded to Hardware/Software maintenance a transfer to the 2018 budget of expenses related to this year had not also been recoded

- After the capital budget has been balanced capital items are coded as assets and disappear from the G/L printouts

MOTION#2018-26: Kerry Z. moved that the Board request that the Town of Fort Frances transfer \$29,337 from the Town Library Reserve account to the capital budget. **Carried.**

MOTION#2018-27: Robert S. moved to accept the financial report of January to December 2017. Seconded by Kerry Z. **Carried.**

## 2. **Library Financial Statement – January 2018**

MOTION#2018-28: Robert S. moved to accept the financial report from March 2018. Seconded by Kerry Z. **Carried.**

### b. **CEO Report**

- The Library has received news that we received two grants, one a Canada Summer Jobs grant for a summer technology student and the other is an Ontario Sports and Recreation Community Fund grant to offer nature backpacks.
- Alberton Town Council has reached out through their Town Clerk to begin the process of renewing the agreement for Library services. The Board discussed the renewal

MOTION#2018-29: Robert S. moved that the chair and CEO approach Alberton Council to roll over the present contract to provide library services to Alberton for a three year period with an appropriate increase in payment for our costs and increased usage. Seconded by Sheri D.

**Carried.**

#### i. **Circulation**

Physical circulation was less in March 2018 compared to 2017. This may be due to the transition period in staff.

#### ii. **Programming**

Caroline G. will be filling in with children's programs in the month of May. An author will be visiting as a part of TD Book Week. A new programming partnership has been developed with UNFC who will be offering their Science and Sensory program in the Library. The Library will be partnering with CAMH to offer SAFEtalk.

#### iii. **Incidents**

There were six reported incidents in March, aggregate information regarding them was shared. Discussion was held around how staff handle incidents and how they work to change patron behaviour.

iv. **2017 Performance Measurement Indicators and Statistics**

The content of the report was discussed at length and Board members made suggestions regarding future directions in addition to those presented in the report including; approaching a local group regarding leading a genealogy workshop, pursuing fibre, and Sunday schedules. This report will be distributed to Council in addition to the Annual Report.

v. **2017 Annual Report - DRAFT**

The draft of the annual report was discussed and Board members offered feedback.

c. **Strategic Plan Update**

i. **June 5<sup>th</sup> In-Person Visit**

Prior to the June 5<sup>th</sup> visit, the Board will be meeting on May 9<sup>th</sup> at 4pm in order to review the strategic directions in preparation for Steven's visit.

d. **Accreditation Update**

- Caroline G. will be performing an accreditation audit at the Dryden Public Library on May 29th

e. **Policy Discussion**

i. **Shaw Room Rental and Cleaning Surcharge**

The institution of a flat fee which would be assessed as a separate line item on an invoice in the event that the Shaw room is left uncleaned was discussed. A sign will be posted regarding leaving the room clean

f. **T.H.I.N.K. Science North**

The Library was approached by Science North to become a partner in their T.H.I.N.K. initiative which would see the Library offering Science North programming on a weekly basis.

MOTION#2018-30: Robert S. moved that the Fort Frances Public Library Board authorize the CEO to enter into a non binding agreement with the Science North

T.H.I.N.K. program to provide programming at the Fort Frances Public Library Technology Centre. Seconded by Kerry A. **Carried.**

**g. Public Services Clerk**

The Board was informed of the results of the hiring process for the new Public Services Clerk

**h. Next Meeting Date**

The Board will meet on Wednesday, May 9<sup>th</sup> at 4pm for a Strategic Planning meeting in the Shaw Community Hub

The next Board meeting will be Wednesday, May 16<sup>th</sup> at 3:30pm in the Shaw Community Hub

**6. Information Items**

**a. CEO Performance Evaluation**

The CEO Performance Evaluation package was distributed

**7. Adjournment – 5:24pm**

MOTION#2018-31: Robert S. moved that this meeting of the Library Board be now closed. Seconded by Kerry Z. **Carried.**