

Fort Frances Public Library and Technology Centre
Board Minutes
September 24th, 2018

The meeting of the Fort Frances Public Library Board was held on Wednesday,
September 24th, 2018 at 3:30 P.M. in the 52 Canadians Meeting Room

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

Staff: CEO/Secretary-Treasurer - Caroline Goulding, Manager Community Services – Jason Kabel

Regrets: June Caul

Absent: Ken Perry

MOTION#2018-54: Robert S. moved that the FFPLB excuse Ken Perry for his absence on September 24, 2018. Seconded by Robin D. **Carried.**

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

2. Call for Non-Agenda Items

MOTION#2018-52: Robert S. moved to accept the agenda of September 24th, 2018. Seconded by Kerry Z. **Carried.**

3. Minutes of the Meeting

MOTION#2018-33: Kerry Z. moved to accept the minutes of June 20th, 2018 as amended. Seconded by Robert S. **Carried.**

4. Business Arising from Minutes

- A letter of appreciation was sent to Steven Kraus and he responded in kind.
- 4. The MakerSpace and Computer Lab redesign is continuing to be worked on.
- 5.b. The summer went well and each student attained their measurable outcomes.
- 5.b. The Teddy Bear Picnic was a success and took place inside the arena
- Thanks were given to the Board members who were able to make the August strategic planning meeting
- Motion#2018-49 needs to be edited to reflect OP-04 Computer Use

5. Items for Action/Discussion

a. Library Finance Discussion

1. Library Financial Statement – August 2018

- Employer benefits are the employer paid benefits
- Items which were coded to travel this year had been coded to conferences and courses in previous years
- More part-time staff needed to be called in to cover the absence of a full-time staff member for two months, additionally there were increased expenses for the summer students for which we have received additional revenue for through grants
- There is a forthcoming power rebate.

MOTION#2018-55: Robert S. moved to accept the financial report of August 2018. Seconded by Kerry Z **Carried.**

2. Diamond Access

Caroline G. now has access to the Town's financial software

3. Repairs and Maintenance

There were unexpected repairs that were necessary over the summer to ensure the functionality of the HVAC system which inflated this line.

MOTION#2018-56: Robert S. moved that the FFPLB transfer the K.J. HVAC repairs from operational into capital. Seconded by Robin D.

Carried.

4. 2019 Budget Meeting

There will a budget meeting on October 15th at 4:30pm. Caroline G. will send out the location once it has been confirmed.

b. CEO Report

i. Circulation

Physical circulation was in August 2018 equaled that of 2017. Staff have been upselling our Story Saks to patrons.

ii. Programming

A large number of programs were offered over the summer and staff have begun the Fall programming season which includes a pilot of the Saturday Craft time program.

iii. Incidents

There were fourteen reported incidents over the months of June, July, and August, aggregate information regarding them was shared. Additional information was shared regarding the discovery and confiscation of contraband in the Library.

The Board supports shutting off the Wi-Fi between 10pm-6am.

iv. **Customer Service Promise Statement**

The Board gave kudos to the staff and support the implementation of the Customer Service Statement which reads “We promise to connect the community to a wide-range of resources through a friendly and welcoming environment.”

v. **New Tradesperson**

A new tradesperson was hired by the Town, who was able to perform some preventative maintenance at the Library. They have since left their position and a new tradesperson has not yet started.

vi. **Pay Equity**

The on-calls have been re-classified as Casual, Public Service Clerks and are now in compliance with the applicable legislation and policy.

vii. **New Staff Member**

A new casual public service clerk was hired.

viii. **Succession Planning**

Caroline G. met with the Town HR Manager to discuss Succession Planning and has begun working on a plan.

ix. **Cannabis legalization**

Staff will treat patrons under the influence of cannabis the same as those under the influence of alcohol.

x. **Town Fibre**

Fibre between the Civic Centre and the different Town buildings is being installed, this will ensure a better connection for our town services. The Town will be paying for the installation as per our MOU.

c. **Strategic Plan Update**

i. **September Draft**

Caroline G. will be continuing to update the draft with changes identified by Board members. The projected date of completion of the Strategic Plan is by the October Board meeting.

ii. **List of future community partners**

It was decided to not explicitly name future partners within the Strategic Plan.

iii. **Iconography of short version**

Board members reviewed the iconography and preferred a more refined version of the lighthouse. The house model was also identified as iconography that could be used.

d. Accreditation Update

- Progress has been made towards 28.6 Shelving Capacity and 24.4 ILS Records

e. Board Legacy Document

The Board reviewed the document and identified necessary changes. Past Board member recruitment activities were reviewed which included an information session and newspaper article. Caroline G. can get copies of the application form from the Town Clerk. Board members can also approach perspective members directly in order to recruit them.

f. Policy Update

There will be a policy meeting on October 3 at 3:00. There are three policies for renewal, HR-10, HR-11, and OP-17. There are further policies that need to be reviewed in November.

g. SROI & ROI Report

The results of the SROI and ROI reports were discussed. It was suggested that the reports and the draft strategic plan be presented to Council. Staff have discussed the possibility of hosting an official launch of the strategic plan.

h. Next Meeting Date

The Board will meet on Wednesday, October 3rd at 3pm for a policy meeting in the Shaw Community Hub

The Board will meet on Monday, October 15th at 4:30 to discuss the 2019 budget.

The next Board meeting will be Wednesday, October 17th at 3:30pm in the Shaw Community Hub

6. Information Items

a. PLOG Application

The Library's PLOG application has been submitted

7. Adjournment – 5:02pm

MOTION#2018-57: Kerry Z. moved that this meeting of the Library Board be now closed.

Seconded by Robert S.

Carried.