

Fort Frances Public Library and Technology Centre
Board Minutes
January 16th, 2019

The meeting of the Fort Frances Public Library Board was held on Wednesday, January 16th, 2019 at 3:30 P.M. in the Shaw Community Hub

Board members in attendance: Andrew Hallikas, Sheri De Gagné, Robin Dennis (FaceTime), Kerry Zucchiatti, Mike Behan, Gord McBride, Robert Schulz

Staff: CEO/Secretary-Treasurer - Caroline Goulding

Absent: Jason Kabel, Manager of Community Services

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

Item 6.c. Science North Update was added to the agenda

MOTION#2019-01: Sheri D. moved to accept the agenda of January 16th, 2019 as amended. Seconded by Mike B. **Carried.**

3. **Minutes of the Meeting**

MOTION#2019-02: Mike B. moved to accept the minutes of December 12th, 2018. Seconded by Sheri D. **Carried.**

4. **Business Arising from Minutes**

5.c.iii. The launch of the Strategic Plan will be in March.

7.c. There was an article regarding the Library's VR Services in the paper, which has generated additional interest in this new offering.

7.d. Robert S. thanked everyone for ensuring the plaques from the old library were retained by the Library. Discussion was had around where the plaques would be displayed, suggestions included a permanent display at the Library or the Museum.

5. **Items for Action/Discussion**

- a. **Library Finance Discussion**

1. **Library Financial Statement – December 2018**

- The statement is not final for the year.
- The statement was reviewed.
- Invoices from Wilson's were being sent to Town Hall, this has been corrected and they are now coming directly to the Library.

MOTION#2019-03: Mike B. moved to accept the financial report of December 2018. Seconded by Kerry Z. **Carried.**

2. Bank Account Naming Issue

- The Library's bank account had been flagged as non-compliant with the Public Libraries Act during an audit by the Ministry of Tourism, Culture, and Sport last year. A new account separate from the Town's general account was opened and all Library funds are now supposed to be deposited in that account.
- The 2018 Public Library Operating Grant was deposited in the old account this Fall.
- Caroline G. followed up with the Ministry of Government and Consumer Services to discover why and after much back and forth and many explanations of the text of the Public Libraries Act their final say was that we needed to change the name on the bank account to "Fort Frances Public Library Technology Centre" and provide our CRA number.
- The Library has used the Town's CRA number for many years and we do not know what our number might be. Caroline G. has begun the process of trying to find the number.
- The Ministry of Tourism, Culture, and Sport was quite clear that the name on our account must be "Fort Frances Public Library Board". Caroline G. forwarded the Ministry of Government and Consumer Services' request and emails to the Ministry of Tourism, Culture, and Sport and those two Ministries are now discussing the matter between them.
- Whether or not there was more the Board could do regarding the issue and if the Board should follow up requesting a status update was discussed. It was decided to continue to allow the Ministries to work out the matter amongst themselves.
- The Town Treasurer has been informed regarding the matter.

b. CEO Report

i. Circulation

Physical circulation was higher in December than it was in the same month of last year.

ii. Programming

Nerd Night has continued to be popular with local press coverage of the program. Caroline G. and Sam M. are filling in with children's programming while Andrea A. is away.

- iii. **Incidents**
There were five reported incidents over the month of December, aggregate information regarding them was shared.
 - iv. **Annual Report Board List and Message from the Chair**
It was decided that the 2018 Annual Report would list both Boards and include a joint message from the outgoing and current Board Chairs.
 - v. **Airport Little Free Library**
The Library will begin stocking discarded or donated materials for passengers to take with them when they fly out of the Fort Frances Airport.
 - vi. **Staff Communication**
There is now a standing agenda item on the staff meeting agenda item that will facilitate two way communication with the Board. The staff send their greetings and made two requests of the Board which were included within the agenda of this meetings.
 - vii. **Patron Suggestions re:Roblox**
Two patrons made a request that Roblox be returned to the Children's computers, given contrary patron and staff requests the Board respectfully denied the request.
- c. **Accreditation Update**
AODA Customer Service training will take place during the Board Orientation
- d. **Strategic Plan Update**
Caroline G. created a spreadsheet to track progress towards the performance measures in the Strategic Plan of the 75 total measures, 5 have been completed.
- e. **SROI/ROI Report to Council – Presentation Date**
Robert S. and Caroline G. will present the SROI/ROI Report to Council on February 25th.
- f. **Policy Review**
- i. **OP-01 Children's Services**
The policy was reviewed and edited
 - ii. **OP-07 Interlibrary Loan**
The policy was reviewed and edited

MOTION#2019-04: Andrew H. moved to approve changes to policy OP-01 Children's Services and OP-07 Interlibrary loan for a four year time review period. Seconded by Sheri D. **Carried.**

iii. **Policy statement about the transportation of users**

The necessity and language of the statement was discussed.

MOTION#2019-05: Mike B. moved to insert a rider into policy HR-03 indicating library staff are not responsible for transporting or accompanying patrons elsewhere. Seconded by Andrew W. **Carried.**

g. **Next Meeting Date**

The next meeting of the Library Board will be on Wednesday, February 20th at 3:30pm in the Shaw Community Hub.

6. Information Items

a. **Canada Summer Jobs Application**

This grant has been submitted.

b. **New Board Orientation Package**

The packages were distributed. The Orientation will be Sunday, January 20th from 10am-2pm.

c. **Science North Update**

Science North is now anticipating a Fall 2019 launch to the THINK Hubs

7. Adjournment – 4:35pm

MOTION#2018-81: Kerry Z. moved to close the meeting of the FFPLB at 4:35p.m. Seconded by Mike B. **Carried.**