

**Fort Frances Public Library and Technology Centre
Board Minutes
February 20th, 2019**

The meeting of the Fort Frances Public Library Board was held in the Library on
Wednesday, February 20th, 2019 at 3:30 P.M. in the Shaw Community Hub

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

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

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

2. Call for Non-Agenda Items

5.g. OLSN Board Orientation

6.a. Job Analysis Questionnaire

6.b. SnOasis

MOTION#2019-07: Sheri D. moved to accept the agenda of February 20th, 2019 as
amended. Seconded by Gord M. **Carried.**

3. Minutes of the Meeting

MOTION#2019-08: Gord M. moved to accept the minutes of January 16th, 2019 as
amended. Seconded by Sheri D. **Carried.**

4. Business Arising from Minutes

- 5.a.2. The last call received from the Ministry regarding this issue was received at the end of January, there has been no resolution. Caroline G. is continuing to work with the Ministry as asked.
- 6. b. Robert S. commended the Orientation package and session.
- Robert S. and Caroline G. will be making a presentation to Town Council on Monday, February 25th regarding the Social Return on Investment and Economic Return on Investment reports.

5. Items for Action/Discussion

a. Library Finance Discussion

1. Library Financial Statement – December 2018

- A cheque was received and applied to 2019, which was for 2018 expenses, therefore the student grants line should increase
- There was an amount coded to memberships which should have been coded to postage

- The power line is high due to the new lights being installed later than anticipated
- Events is higher than budgeted, however the Friends cover these expenses
- There were many unanticipated repairs and maintenance costs in 2018.

MOTION#2019-09: Gord M. moved to accept the financial report of December 2018. Seconded by Kerry Z. **Carried.**

2. Library Financial Statement – January 2019

- The Friends donation was deposited towards the operating budget and not in the reserve account. Caroline G. has contacted Aaron B. to fix it
- A new G/L was created due to the new bank account
- We have contracted and paid for a more economical leasing program, which is why the statement is showing a third of the books budget as being already spent

MOTION#2019-10: Sheri D. moved to accept the financial report of January 2019. Seconded by Gord M. **Carried**

3. Transfer from Reserves

The Board discussed the transfer, including the amounts for each both operating and capital, the accounts they were coming from, and their corresponding donations.

MOTION#2019-11: Sheri D. moved to approve the transfer of funds from reserves \$15,440.21 for programming expenses in the operating budget, \$21,832.03 and \$11,349.36 for capital expenses and technology as per the transfer memo. Seconded by Kerry Z. **Carried.**

b. CEO Report

i. Circulation

Circulation was higher in January of this year than January of last year, continuing the trend from November and December.

ii. Programming

A community volunteer has reached out to run a Sunday Dungeons and Dragons program. UNFC is partnering with the Library for Story Times and providing a craft and snacks. Family Day was a big success. A Library adult volunteer is offering ukulele lessons for children. We

have purchased ukuleles for the Maker space for this program. Another adult volunteer is offering yoga classes.

iii. **Incidents**

There were four incidents in January. Aggregate statistics about them were shared. There are pick-up procedures in place should staff find contraband.

iv. **Staff Communication**

The Board commends the staff for their continued hard work.

v. **OLA Super Conference**

Caroline G. provided a report regarding her attendance at Super Conference. She was able to attend a number of sessions, which were aligned with the Library's new strategic priorities. These included sessions regarding Partnership Development and Maintenance; Safety, Security, and Safe Space; Performance Measurement; Truth and Reconciliation; and Marketing. She shared an overview of the contents of the sessions and their takeaways.

c. **Accreditation Update**

- Caroline G. and Nadine C. finished the Collection Development and Maintenance Plan. This new plan codifies the procedures staff are using in order to develop and maintain the collection and describes the different collections that we maintain. Six guidelines were achieved through the completion of this plan.
- 94% of guidelines have been met
- There are four mandatory guidelines still to achieve:
 - AODA Customer Service Training
 - The Board will complete this during a meeting where there is a lighter agenda
 - Technology Plan
 - Jeremy H. has already begun working on this
 - Business Continuity and Disaster Plan
 - Indigenous Awareness and Reconciliation
- There are four non-mandatory guidelines still to achieve, the plan is to achieve those related to programming and leave the two others incomplete:
 - Participation in local planning
 - Programming Plan
 - Formal evaluation process (for programs)
 - Environmental Awareness

d. Strategic Plan Update

- The completion of the Collection Development plan makes progress towards two objectives: Seeking Accreditation, and Develop and Implement Formal Planning Documents
- Caroline G. has been participating as a member of the Substance Abuse Prevention Team, this speaks to two objectives: Evaluate and Address the Growing Impact of Addictions on Our Operations; and Brand and Promote Our Library as a Safe Space in Our Community
- Caroline G. is now a Co-Chair on the Best Start Network Committee. This is in line with the strategic objective of Maintain and Expand Community Partnerships
- This Strategic Plan is a living document that the Board is receiving updates on

e. Request for resolution from Council

- OLA and FOPL have reached out to Northwestern Ontario libraries as a part of their efforts towards this year's Budget "ASK" asking that we request our Councils to pass a resolution in favour of increasing provincial library funding.
- The Board discussed the proposed resolution, Caroline G. will add language specific to our Library and the draft will be distributed to the Board. The final draft of the resolution will be brought forward at a Community Services Executive meeting to then be forwarded to Council.

MOTION#2019-12: Sheri D. moved to forward a draft resolution re: provincial funding to the Community Services Executive Committee with the intent that it is passed to Town Council. Seconded by Gord M.

Carried.

f. Policy Update

- In keeping with the policy review schedule, two policies were reviewed.

MOTION#2019-13: Kerry Z. moved to approve changes to policy FN-03: Statement of Values and OP-06: Information Services for a four year time review period. Seconded by Sheri D.

Carried.

g. OLSN Board Orientation

The Board completed a survey regarding an in-person training opportunity that had been sent out by Ontario Library Service – North. In the survey the Board offered to host a Board training session that would be facilitated by OLS-N Staff.

h. Next Meeting Date

The next Board meeting will be Wednesday, March 20th, 2019 at 3:30pm in the Shaw Community Hub

6. Information Items

a. Job Analysis Questionnaire

The Town is beginning a Pay Equity Review. The Library is one of the first departments to be engaging in the process. Caroline G. distributed copies of her completed Questionnaire for supervisory review by the Board. Board members should completed the Questionnaire individually and send their responses to Robin Dennis who will then forward the complete Questionnaire to the HR Coordinator. Any feedback or questions regarding the forms should be send to Caroline G. who will either answer the questions or forward items along to the HR Coordinator. This process is not a performance review and should focus on the job itself.

b. SnOasis

The Friends of the Museum will be hosting SnOasis in the Market Square on Wednesday, March 2nd from 12-2. The Friends of the Library will also be participating.

7. Adjournment

MOTION#2019-14: Kerry Z. moved to close the meeting of the Fort Frances Public Library Board at 5:00 pm. Seconded by Andrew H. **Carried.**