

May 2012

The May meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, May 23, 2012 at 3:00 p.m. In attendance were: Chair J. Cunningham, M. Cumming, A. Georgeson, R. Schulz, S. Tibbs, R. Wiedenhoeft, A. Zucchiatti, Manager of Community Services, J. Kabel, and Secretary-Treasurer M. Sedgwick.

1. New Board member, Marnie Cumming, was welcomed to the Board.
2. Conflict of Interest There were no declarations of conflict of interest at this time.
3. Non-agenda The following items were added to the agenda:
 6. f. Retirement Date
 - g. CEO Selection Committee Update
 - h. Letter from OLBA received by R. Schulz
 - i. Smart Meter
 - j. Memorandum of Understanding
4. Minutes

MOTION #25: A. Zucchiatti moved to accept the minutes of the meeting of April 25, 2012 as amended. Seconded by A. Georgeson. Carried.

M. Sedgwick has contact architect John Knox re: the lighting issue. Mr. Knox has referred the matter to the Engineering Department.

R. Wiedenhoeft questioned his appointment to the “ Who Does What” committee and agreed to participate in a forthcoming meeting to be scheduled as soon as possible.

Action: J. Cunningham will set a date for the fall Working with our Peers Networking meeting.
5. Bylaw Notice of motion was given to amend Bylaw 5 – Meetings of the Board.
6. Policies

MOTION #26: A. Georgeson moved to approve the Human Resources Management policy, HR 05. Seconded by A. Zucchiatti. Carried.

MOTION #27: A. Zucchiatti moved to approve the Staff Selection & Assignment policy HR 06 as amended. Seconded by R. Schulz. Carried.

MOTION #28: R. Wiedenhoeft moved to approve the Terms & Conditions of Employment policy, HR 07 as amended. Seconded by M. Cumming. Carried.

MOTION #29: A. Georgeson moved to approve the Vacation, Public Holidays and Leave Policy, HR 08. Seconded by R. Schulz. Carried.

MOTION #30: A. Zucchiatti moved to approve the Performance and Discipline Policy, HR 09 as amended. Seconded by S. Tibbs. Carried.

MOTION #31: R. Schulz moved to approve the Compensation Policy, HR 10. Seconded by R. Wiedenhoef. Carried.

MOTION #32: M. Cumming moved to approve the Use of Technology Policy, HR 11. Seconded by R. Wiedenhoef. Carried.

7.Finances MOTION #33: A. Zucchiatti moved to accept the Financial Report for April 2012 as amended. Seconded by R. Schulz. Carried.

Action: M. Sedgwick will submit a report on suggested changes for the 2013 budget at the June meeting.

A financial report for the new building was received.

8. Next meeting The next meeting will be held on June 19 at 4 p.m., with dinner to celebrate M. Sedgwick's retirement to follow.

9. Retirement M. Sedgwick's last day of work will be June 29th, with official retirement date being September 30, 2012.

10. Recruitment On behalf of the CEO Selection Committee, R. Wiedenhoef gave an update on the progress of the recruitment process.

11. OLBA Robert Schulz reported that he had corresponded with OLBA regarding the option of a print copy of OLBA. Due to cost restraints, the publication will only be available in electronic format.

12. Meter MOTION #34: R. Schulz moved to purchase a smart meter at a cost of approximately \$500 plus installation charges. Seconded by R. Wiedenhoef. Carried.

Action: M. Sedgwick will order the smart meter and arrange for installation.

13. Building Fund MOTION #35: A. Zucchiatti moved to transfer \$40,000 from the Library Building Fund Account to the Library Reserve Fund Account. Seconded by A. Georgeson. Carried.

Action: M. Sedgwick will arrange for the transfer of funds from the Library Building Account to the Library Reserve Fund Account.

14. Memorandum The Memorandum of Understanding was discussed. After the Who Does What document is completed, a further memorandum will be prepared.

15.Information: The following Information Items were received:

April Activity Report

Summer Grants: Canada Summer Jobs (\$5.13/hr), Summer Jobs Services Program
(\$2/hr for 4 students)

Friends of the Library Booksale May 26

Donations: Friends of the Library \$600

In lieu of fines \$125

16. Adjournment MOTION #36: R. Wiedenhoeft moved to adjourn at 4:18 p.m.