

September 2012

The September meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, September 19, 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 A. Subnaik Kilgour.

1. Conflict of Interest. There were no declarations of conflict of interest at this time.
2. Non-agenda items. The following items were added to the agenda:
 - a. 6 b. Update on the Tracker installation at the Library
 - b. 6 d. In-Camera – personal matter about an identifiable individual, including municipal or local board employees
3. Minutes

MOTION#50: A. Georgeson moved to accept the minutes as circulated, June 19, 2012. Seconded by R. Schulz. Carried.

MOTION#51: A. Zucchiatti moved to accept the minutes as circulated, June 21, 2012. Carried.
4. Business Arising from the Minutes.

Minutes from the July 5, 2012 meeting to be distributed at the October Board Meeting.

Amendment to By-law#5 to be distributed at the October Board Meeting.
5. Items for Action/Discussion.
 - a. Building/Maintenance updates:

J. Kabel will check with Jorge Ruppenstein regarding the installation of the Smart Meter.

J. Cunningham noted that the Library's parking lot has been painted.

A. Subnaik Kilgour will speak to Ed Halverson regarding a quote for some repair work to be done at the Library.

A. Subnaik Kilgour will speak to Gordie Galbraith about the outdoor electrical outlet to confirm if the issues surrounding use was due to the breakers.

J. Kabel will review the HVAC system to determine what the issue is regarding the circulation of heating at the library, in particular the CEO's office and Computer Lab.

J. Cunningham stated that we have signed off on the building deficiencies.

- b. Update on the installation of Tracker:
Tracker is a piece of software, which will automate the payroll system for the Library. The Tracker box has been installed and employees are awaiting training from the HR Department.
- c. MOU and PLA
The MOU is being circulated at Town Hall and is awaiting input from some of the staff.

There was discussion surrounding the need for clarification regarding Library employees and the Library Board as their employer.

- d. MOTION#52: A. Zucchiatti moved to Move In-Camera regarding a personal matter about an identifiable individual, including municipal or local board employees at 4:05 p.m. Seconded by A. Georgerson. Carried.

Moved out of Camera at 5:05 pm.

The Chair was instructed to write a letter to Chantal McLeod.

- e. Financial Reports.
The Board will discuss the Budget at the October Meeting.

MOTION#54: R. Wiedenhoeft moved to adjourn. Seconded by S. Tibbs. Carried.

Meeting adjourned at 5:15 p.m.