

**Fort Frances Public Library Technology Centre
Board Minutes
February 2013**

The February meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, February 27, 2013 at 2:00 p.m.

In attendance were: Chair, J. Cunningham, A. Georgeson, R. Schulz, A. Zucchiatti (via Skype), Andy Hallikas, and Secretary-Treasurer A. Subnaik Kilgour.

Regrets: Manager of Community Services, J. Kabel, R. Wiedenhoeft

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.

3b/c) Meeting with the Friends of the Library

5g) Library Board Vacancy

3. Minutes:

MOTION#77: A. Georgeson moved to accept the minutes, January 23rd, 2012.

Seconded by R. Schulz. Carried.

4. Business Arising from Minutes.

It was noted that only some Board Members received the Revised User Fee Schedule. A. Subnaik Kilgour will email the new User Fee Schedule to Board Members again.

A. Subnaik Kilgour informed the Board that Graham has resolved the issues with the Heat Transfer Unit.

5. Items for Action/Discussion:

J. Cunningham discussed the meeting with staff and the Board's decision to reduce hours from 70 hours per week to 59 hours per week. She encouraged staff to bring ideas, concerns, and suggestions to Alicia.

A. Hallikas reinforced the fact that it is a very difficult year for the Town.

There was some discussion about the time and effort put into reviewing the budget.

J. Cunningham discussed the meeting with the Friends of the Library. She discussed building a better relationship and opening up lines of communication.

J. Cunningham presented two samples for Board Evaluation and Assessment and asked for a volunteer to revamp the tools to suit our needs. R. Schulz and A. Georgeson will work on the assessment tool.

The Social Media policy was reviewed and amended. A. Subnaik Kilgour will make the revisions.

There was some discussion about the Compensation Grid for the Town and whether or not it reflects the current changes made by Council, and the Board's policy to follow the Town's Compensation Grid.

A. Georgeson suggested that the policy will be noted and exempt, and that we will follow the Town's direction for this year.

A. Subnaik Kilgour noted that the \$10,000 donation for the Watt Fiction Collection was transferred to the Library's CIBC account.

Discussion ensued around the reduction in hours of operation. There was discussion about the Library's summer hours and student hours.

A. Subnaik Kilgour presented a revised schedule suggested by the staff, with respect to the hours of operation.

It was decided that the reduction of hours needed to be implemented right away. The Board decided to implement the new hours commencing March 11th the beginning of March Break.

MOTION#78: R. Schulz moved to move In-Camera at 3:00 p.m. Seconded by A. Georgeson. Carried.

The Board moved out of camera at 3:50 p.m.

The Performance Assessment of the CEO has been completed and the appropriate documents will be sent to C. Ruppenstein, HR Manager at the Town.

MOTION#79: A. Zucchiatti moved that:
Performance Appraisal for Alicia Subnaik Kilgour, CEO Fort Frances Public Library Technology Centre – that the Fort Frances Public Library Board has completed an assessment of the performance of the CEO. We have determined that she has successfully met our expectations for the probationary period in the four areas of responsibility:

- Library Board Relations/Governance
- Managerial and Administrative Duties
- Personnel Management
- Community outreach

Therefore she will receive a pay increase of 3% effective March 4, 2013.
Seconded by A. Georgeson. All in favour. Carried.

The Board discussed the current vacancy on the Library Board and the desirable skills in a new member, such as a commitment to serve, interest, trust and vision.

The next Board meeting will be held Wednesday, March 27th 2013 at 2 pm in the Shaw Room at the Library.

MOTION#80: A. Hallikas moved to adjourn the meeting at 4:05 pm. Seconded by A. Georgeson. Carried.

Meeting adjourned at 4:05 pm.