

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

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

In attendance were: Chair, J. Cunningham, A. Georgeson, R. Schulz, A. Hallikas, R. Wiedenhoft, Secretary-Treasurer A. Subnaik Kilgour, and Manager of Community Services, J. Kabel,

Regrets. A. Zucchiatti

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.

5f) June 1st Networking Updates

6h) Ministry Brochure

J. Cunningham welcomed Ruth Caldwell, and Kathy Robinson, Friends of the Library to the meeting.

The Friends reported to the Board on the following items:

- The Friends spoke about the recent cutbacks and their mission to help the Library.
- Membership drive – The Friends are recruiting more members and have already approached the Storytime mothers. They also discussed their structure and a possible \$5 membership fee.
- A. Georgeson offered to assist with redesigning the Friend's brochure. R. Caldwell informed the Board that one of the members from the Friends is currently working on the brochure.

3. Minutes:

MOTION#81: A. Hallikas moved to accept the minutes as amended, February 27th 2012. Seconded by A. Georgeson. Carried.

4. Business Arising from Minutes.

Printing the User Fees Schedule in a more user-friendly format was discussed. A. Subnaik Kilgour will look at producing a one-page sheet, which can also be used as an insert for the Library Information brochure.

A discussion ensued regarding the process for using the Library's CIBC account and a request for transfer. A. Subnaik Kilgour discussed the transfer of the Watt donation into the Library's CIBC account.

There was more discussion about the circumstances, in which the Board would transfer funds into this account, with respect to donations. It was decided that donations for a

specific purpose, which would carry over into another budget year would be transferred to Library's CIBC account.

J. Cunningham announced that Paul Pirie has been appointed to the Library Board.

5. Items for Action/Discussion:

R. Schulz and A. Georgeson discussed the Board Assessment Tool they worked together on completing. They wanted to create a document that was concise, succinct, and useful.

Each of the Board Members agreed that the document was practical, useful and informative. The tool lends itself well to analysis. There was some discussion about Section 7 and what to name this new tool. All members of the Board were very pleased with the tool.

The next step is to forward the tool to all Board members for completion.

MOTION#82: A. Hallikas moved that the Board adopt the proposed Self-Evaluation procedure and that each member complete it and deliver to Alicia by April 10, 2013. Seconded by R. Wiedenhoeft. Carried.

A. Subnaik Kilgour will collate and analyze the results.

A. Georgeson suggested that the tool be dated in a similar fashion to Board Policies.

A. Georgeson will forward an electronic copy of the tool to A. Subnaik Kilgour.

A discussion ensued regarding the Financial Statement. The font is difficult to read and the format makes it difficult to change. In addition, J. Cunningham asked about the proper title for the financial statement. A. Subnaik Kilgour will work towards having a better format.

R. Wiedenhoeft asked about the expense in the Library's Insurance budget line. A. Subnaik Kilgour will seek clarification.

There was a question regarding the Library's electrical power, as this has been a difficult line to budget for due to some unknowns with the new building's system. There was some discussion at a previous Board meeting regarding the new algorithm that is used for calculations. J. Kabel confirmed that he is using the new algorithm.

R. Wiedenhoeft asked J. Kabel about the snow removal. J. Kabel replied that this was based upon the Library's ratio of parking spaces (37/105 parking spaces).

MOTION#83: R. Wiedenhoeft moved that the Board accept the January and February 2013 financial update statement. Seconded by R. Schulz. Carried.

A. Subnaik Kilgour gave an update on the Public Library Operating Grant. The Library is still waiting for the transfer of funds. The Ministry contacted A. Subnaik Kilgour regarding the Annual Survey submitted in June. The data has been clarified and

updated. The Ministry sent A. Subnaik Kilgour an email confirming that the Library has completed all the requirements and that the results will now be published.

A. Georgeson asked whether or not the reduction of Library hours will affect the grant in the upcoming year.

J. Cunningham clarified that the Operating Grant is not contingent upon the survey results, but upon meeting all the Ministry's requirements.

J. Cunningham noted that the Library's Policies needs some attention. Policies and appendices will be reviewed and current revisions added. A. Subnaik Kilgour and J. Cunningham will work together on this task.

J. Cunningham noted that we have a new Travel Reimbursement form that A. Subnaik Kilgour has created. There was some discussion about the new form and some suggestions for revision. A. Subnaik Kilgour will make the revisions.

J. Cunningham thanked the Friends of the Library and R. Caldwell and K. Robinson left the meeting.

MOTION#84: A. Georgeson moved to accept the in-camera minutes of February 27th 2013 as circulated. Seconded by A. Hallikas. Carried.

A. Subnaik Kilgour suggested that Board Members look at the Education Institute's list of upcoming webinars and forward webinars of interest.

J. Cunningham noted there was one webinar on the Ontario's Public Library Act on April 4th at 1 p.m. A. Subnaik Kilgour will register for this webinar.

J. Cunningham discussed the Public Library Act brochure. The Board decided that this brochure should be circulated to Library Staff, Mayor and Council and Senior Administrative Staff at the Town.

A. Subnaik Kilgour will distribute the brochure.

J. Cunningham discussed the Regional CEO and Board Conference to be held at the Library on Saturday, June 1st from 10 – 4 pm.

The Board discussed the Library's Activity Report. A. Subnaik Kilgour discussed some overall Trends in the Library Industry, such as print on the decline, and a rise in eBooks and electronic resources. In addition, the Library as a community hub and space was noted.

There was a discussion about website visits, BookMyne App usage and wireless use. Currently, the Library is not recording regular wireless usage. A. Subnaik Kilgour will explore opportunities to record wireless use in a regular manner.

The next Board meeting will be held Wednesday, April 17th at 5 p.m. in the Shaw Room at the Library.

MOTION#85: A. Georgeson moved to adjourn the meeting at 3:45 pm. Seconded by R. Schulz. Carried.

Meeting adjourned at 3:45 pm.