

## **Fort Frances Public Library Technology Centre Board Minutes April 2013**

The April meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, April 17, 2013 at 5:00 p.m.

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

**Regrets.** A. Hallikas

**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.

- 5b) Financials
- 5f) OLA Building Award
- 5g) Building update

**3. Minutes:**

MOTION#86: A. Georgeson moved to accept the minutes, March 27th 2013.  
Seconded by R. Schulz. Carried.

**4. Business Arising from Minutes.**

J. Cunningham welcomed Paul Pirie to the Library Board.

J. Cunningham noted that she and A. Subnaik Kilgour have to reschedule the meeting regarding follow-up on the Library's policies.

J. Cunningham stated that A. Subnaik Kilgour has provided clarification regarding the Insurance question from the previous meeting. The amount stated is for 10 months until the end of October, with one more bill expected for the remaining two months near the end of the year.

There was some discussion regarding the Board Evaluation Tool and the results distributed. It was noted that there was some overlap with the answers. The general consensus is that the Board Members appear to be moving in the same direction. Discussion ensued around the Strategic Plan and the process.

A. Georgeson suggested that a special meeting be scheduled for the Strategic Plan regarding the process. It would be a good starting point to review the old Strategic Plan.

A meeting will be scheduled sometime prior to the June Board Meeting.

J. Cunningham suggested that the Board Members look at the OLBA Toolkit, and the 7 sheets for evaluation.

When asked if the Strategic Plan should take precedence, J. Cunningham proposed that there is a merging of both, the toolkit and the Strategic Plan.

## **5. Items for Action/Discussion:**

There was a discussion about the financial report and suggestions for improving the format. A. Subnaik Kilgour will reformat the report and present the proposed changes at the next meeting.

R. Wiendehoeft asked about the Lawn & Maintenance budget line with respect to snow removal. J. Kabel replied that the line does refer to snow removal and reflects billing based upon the 37 parking spots.

J. Cunningham asked J. Kabel about the electrical and the new algorithm. J. Kabel replied that the process is as accurate as possible, based upon the Power Corporation's input. That said that budget line appears a little low.

A. Subnaik Kilgour will seek clarification from the Town regarding the matter.

Members of the Board discussed the fact that they may need another year of billing to fully comprehend the electrical consumption in the new Library building.

J. Cunningham noted that the 2013 Budget will be passed. She also noted that one of the reasons the Library was under budget was due to the transition of the new CEO and the lack of purchasing materials for four months during this transition. That, coupled with the challenges encountered filing the Public Library Operating Grant, made the Board cautious about spending.

J. Cunningham asked about the audited financial statement for 2013. R. Wiedehoeft and J. Kabel confirmed that BDO was still completing the audit.

J. Cunningham suggested that we ask for an updated statement regarding the pledges for 2012 and 2013, as well as a statements for the Library Reserves and the Fort Frances Public Library Board Account.

J. Kabel confirmed that the amount for the Library Reserves, with interest to date is \$271,261.

J. Cunningham opened up the discussion about Non-Resident Fees. The accuracy of the numbers mentioned at the Town Council Budget meeting was questioned. In addition, the Board recognizes that it is their responsibility to determine the Non-Resident Fees.

There was some discussion about various methods used to calculate fees and where the information is found. There was some more discussion regarding the number of

households, versus a percentage of the taxes based upon the Library's percentage of the overall Town Budget.

The Board decided that they were comfortable with the process they used to determine the Non-Resident Fee and that fee had been scrutinized again during the 2013 Library budgeting process. The Board agreed that the fee is in-line with the Town, our budget process, and current market conditions; therefore the fee will remain at the effective April 1st, 2013 rate of \$77.

MOTION#87: A. Georgeson moved that the Board direct the Chair to draft a letter to Council outlining our decision to maintain the Non-Resident Fee for 2013. Seconded by P. Pirie. All in favour. Carried.

There was some discussion about the recent PLA webinar that Members attended. The audio was much better on the archive link.

J. Cunningham suggested that the Board investigate the possibility offered through arrangements for surrounding communities to contract for library services.

J. Cunningham asked if A. Subnaik Kilgour could collate all the webinars taken in one area as a resource for all members. A. Subnaik Kilgour will work on creating a resource.

J. Cunningham gave an update on the June 1<sup>st</sup> Regional Meeting of CEOs and Boards. She asked for workshop suggestions. Following are some of the suggestions:

- Open conversation on Community Buy-in – Advocacy (as a round table discussion)
- Financial Statements – Library finances
- Key-note speaker – someone dynamic

J. Cunningham informed the Board that A. Subnaik Kilgour put together a submission for the Ontario Public Library Building Awards.

J. Kabel spoke about pursuing training for the Library's building systems, with Peter McCart. There was some discussion about the inefficiencies with respect to the heating and cooling systems in the Library.

A. Georgeson suggested that the comments from the Board Evaluation be marked for follow-up.

The next Board Meeting will be held Thursday, May 9<sup>th</sup> at 5 pm in the Shaw room at the Library.

MOTION#88: A. Zucchiatti moved to adjourn the meeting at 6:57 pm. Seconded by R. Schulz. Carried.

Meeting adjourned at 6:57 pm.