

Fort Frances Public Library Technology Centre Board Minutes September 2013

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, September 30th 2013 at 3:00 P.M.

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

Regrets: P. Pirie

1. Conflict of Interest. There were no conflicts of interest.

2. Non-agenda items.

The Following items were added to the agenda:

5. d) Library Board Finance Report 2012

5. e) In-Camera – Personal matters about an identifiable individual

5. f) OLSN Conference

3. Minutes:

MOTION#99: A. Hallikas moved to accept the minutes June 26th 2013. Seconded by A. Zucchiatti. Carried.

4. Business Arising from Minutes.

Electrical Rebate:

J. Kabel provided an update on the Electrical Bill and distributed a handout with the information. After adjustments the Library is entitled to a \$7,389.83 rebate.

J. Kabel also noted that B. Green has changed 144 overhead lights using the specialized “bucket” lift. With this significant increase in lighting, the Library may see an increase in the electrical bill in the future.

J. Kabel also informed the Board that the Sportsplex runs the cooling tower for the Library, but the Library does not realize this cost with respect to billing as it is very difficult to determine actual costs for running the pump. J. Kabel suggested a fee of \$100/month for running the cooling tower in the summer months for a total of \$400, which could be redirected from the rebate.

R. Wiedenhoeft asked for clarification on the towers. J. Kabel explained that 4 out of the 5 units are controlled from the Sportsplex, the one remaining is on a separate system and controls the Tech. Lab and the CEO’s office.

A. Hallikas suggested it may be possible to calculate the actual costs using a formula.

A. Georgeson asked for clarification on how the Sportsplex utilizes heat recovery and redirects it to the library.

J. Cunningham asked about revisiting the agreements in place, but noted that it is two separate issues – the rebate and the cost recovery for the cooling tower. J. Cunningham suggested we move ahead with the rebate and revisit the cost recovery for the cooling tower.

A. Georgeson also agreed it is two separate issues and suggested J. Kabel bring something more formal forward.

J. Cunningham suggested coming up with a policy or agreement for the transfer of these costs and that this could be an agenda item for the next Board Meeting.

The Board decided to table the issue until the next Board Meeting.

J. Kabel expressed that he was uncertain how much more information could be brought forward and that he had used all available resources at this point in time.

Memberships

A. Subnaik Kilgour informed the Board that the new One month membership at the cost of \$10.00/month was well received.

MOTION#100: A. Hallikas moved to continue the \$10.00/month membership fee. Seconded by A. Georgeson. Carried.

A. Subnaik Kilgour informed the Board that the Library began the new fall hours on September 2nd 2013. The Library is now opened Monday thru Thursday 10 am – 8 pm, Fridays 10 am – 6 pm, Saturdays 10 am – 5 pm and Sundays 1 pm – 5 pm.

MOTION#101: R. Schulz moved to approve the new hours of operation in effect now. Seconded by R. Wiedenhoeft. Carried.

5. Items for Action/Discussion:

J. Cunningham asked for suggestions for Board Development and also mentioned that A. Subnaik Kilgour will be forwarding journal articles of interest and other discussions that come forward.

J. Cunningham noted that A. Subnaik Kilgour had registered the Board for all the free webinars through the Federation of Ontario Public Libraries (FOPL). A. Subnaik Kilgour will book the Shaw Room or Study Rooms at the Library for the webinars. The first one is October 10 followed by another one on October 25th.

A. Subnaik Kilgour gave an update on the Strategic Planning process. Steven Kraus from Ontario Library Services North (OLS North) will visit our Library to do a free training session the end of October.

Steven will be forwarding short assignments to complete in order to help us move through the process. Most Board Members have already completed Strategic Plan Assignment #1 and forwarded their answers to A. Subnaik Kilgour, who will forward them onto Steven.

The Staff, Volunteer, Trustee Survey was the first survey sent out to the Board and is almost complete. We are awaiting responses from the Friends of the Library and then these results will also be forward onto Steven.

A. Subnaik Kilgour will bring forward a one-page Community Survey at the next Board Meeting for approval. This survey will to be circulated in the Town's Water Bills the first week in November. An on-line version of this survey will also be available for patrons. A. Subnaik Kilgour also suggested visiting locations frequented by Non-Users in an effort to be inclusive.

J. Cunningham presented three HR policies for consideration: Health and Safety, Human Rights Discrimination and Harassment, and Prevention of Workplace Violence.

Discussion ensued around the three HR policies with suggestions for revisions.

MOTION#102: R. Schulz moved to adopt policies HR – 07, HR – 08, and HR - 09 as amended. Seconded by A. Hallikas. Carried.

The next Library Board meeting will be held Wednesday, October 23rd at 3 pm. There will also be a separate Strategic Planning Meeting the last week of October (to be confirmed).

MOTION#103: A. Zucchiatti moved to go in-camera at 4:30 pm. Seconded by R. Schultz. All in favour. Carried. (Personal matters about an identifiable individual)

The meeting moved out of in-camera at 5:00 pm.

J. Cunningham discussed the Town's Audited Statement with respect to the Library.

MOTION#104: R. Schulz moved that the Chair and CEO have read the Corporation of the Town of Fort Frances Consolidated Financial Statements for the year ended Dec. 31, 2012. As noted in the report "the assets, liabilities, and revenues and expenditures of the Library Board are reflected in the consolidated financial statements using the proportionate consolidation method." The Board approves the 2012 Financial Statement for the Fort Frances Public Library as presented. Seconded by A. Hallikas. All in favour. Carried.

A. Zucchiatti asked for clarification on amortization. R. Wiedenhoft responded that it has to be included and we are accountable for all costs. A. Subnaik Kilgour will follow-up with the Town Treasurer regarding amortization for further clarification.

- A. Zucchiatti also inquired about the difference in the number of library users from 2011 to 2012.
- A. Subnaik Kilgour noted that the initial number may have included all users' registered, including inactive, delinquent memberships, or expired memberships. A database clean-up is required. The Annual Survey to the Ministry required that the Library count only the active users within the last 2 years, so that number is the number that was used and submitted for the latest statistics.

There was also some discussion about the GL accounts. A. Subnaik Kilgour suggested that we make note of these accounts and update the names at our next Budget Meeting. A. Subnaik Kilgour suggested a separate Budget Meeting in early November.

MOTION#105: R. Schulz moved to adjourn at 5:20 pm. All in favour. Carried.

Meeting adjourned at 5:20 pm.