

## Fort Frances Public Library Technology Centre Board Minutes February 2014

The meeting of the Fort Frances Public Library Board was held in the Library on Thursday, February 20<sup>th</sup> 2014 at 5:00 P.M.

**In attendance were:** Joyce Cunningham, Robert Schulz, Paul Pirie, Andrew Hallikas  
Secretary-Treasurer Alicia Subnaik Kilgour

**Regrets:** Rick Wiedenhoeft, Alan Zucchiatti, Arlene Georgeson, and Manager of  
Community Services, Jason Kabel

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

**2. Non-agenda items.**  
There were no non-agenda items.

**3. Minutes:**

Minutes will be presented at the March meeting.

**4. Business Arising from Minutes.**

There were no business arising from minutes.

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

**A.) Library Budget:**

Joyce C. explained that the Library Board, in accordance with the Public Libraries Act, must meet once per month for 10 months.

Joyce C. indicated that the only item on the agenda for the February Meeting is the budget request from the Town.

Alicia SK. explained that the Library was under budget for the 2013 fiscal year. That said, Alicia has been asked (by the Town Treasurer) how the Library will fund some of the computers and tablets purchased as they are capital expenditures amounting to \$4257.01. The Town Treasurer indicated that there is a Library Reserve Fund for Library Technology and Capital needs and it should be accessed to cover the expenses.

A discussion ensued around the pros and cons of accessing the Library Reserve Account. As the Library was under budget, there were questions around accessing the Library Reserves, when there was a surplus in the Library's Budget.

There was discussion about how this year's request from the Town was different from past years and that clarification is needed regarding protocol and procedures.

Many of the Library Board Members felt that the budget had been approved and set by the Town and that Library Board worked in accordance with that budget.

A discussion ensued around the difficulties the Town is facing as a result of the local Mill.

There was also a discussion around the fact that some of the Library's Technology equipment has started to fail, and require extra maintenance, repair and replacement. It is essential that the Library have the flexibility and the ability acquire and source equipment that will meet our needs. It is also very important that current and relevant technology is made available to all members of the community.

There was consensus that clarification is needed. Members of the Library Board indicated their desire to work together with the Town to build good relations.

MOTION#129: Paul P. moved **\*Without prejudice or precedent\*** that pending resolution of the process for capital expenditures, \$4257.01 be removed from the Library Reserve Account (as requested by the Town) to cover the costs of technology equipment. Seconded by Robert S. All in favour. Carried.

MOTION#130: Robert S. moved to direct the CEO to write a letter to the Town Treasurer requesting a meeting for the purpose of clarifying and defining capital expenditures and donations. Seconded by Andrew H. All in favour. Carried.

#### **B.) Update – Hiring of IT Coordinator:**

Alicia indicated that the position was posted February 14<sup>th</sup> 2014 on the Town of Fort Frances website and the Library's website and that the closing is February 24<sup>th</sup> 2014. Alicia asked for clarification regarding the process.

The Library Board indicated that the Library CEO is charged with doing the hiring and can access assistance from other departments at her discretion.

MOTION#131: Paul P. moved to adjourn at 5:20 pm. Seconded by Andrew H. All in favour. Carried.

Meeting adjourned at 5:20 pm.