

**Fort Frances Public Library Technology Centre
Board Minutes
June 2014**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, June 25th 2014 at 2:00 P.M.

In attendance were: Joyce Cunningham, Arlene Georgeson, Robert Schulz, Andrew Hallikas, Paul Pirie, Manager of Community Services, Jason Kabel, Secretary-Treasurer Alicia Subnaik Kilgour

Regrets: Alan Zucchiatti, Rick Wiedenhoeft

Absent:

1. **Conflict of Interest.** There were no conflicts of interest.
2. **Non-agenda items.**
There were no non-agenda items.
3. **Minutes:**

MOTION#151: Robert S. moved to accept the minutes
May 28th 2014. Seconded by Paul P.

Carried.

MOTION#152: Robert S. moved to accept the minutes
May 28th 2014 – In Camera. Seconded by Andrew H.

Carried.

4. **Business Arising from Minutes.**

May 2014 Minutes:

There was no business arising from the minutes.

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

A.) Strategic Plan:

i.) Update:

Joyce indicated that we met, we worked and we made progress on the Strategic Plan. There was a discussion surrounding the Mission Statement. Alicia SK was instructed to forward the new and proposed versions for the Board to study.

There was Board consensus that Board should meet for a full day of Strategic Planning on July 22nd starting at 9:00 a.m.

B.) Library Finance Report:

Alicia SK explained changes to the Materials account for Books. Alicia SK recommended that \$5000 be transferred from the Library Board Reserve Account to cover the current purchases to the Watt Fiction Collections.

MOTION#153: Paul P. moved that \$5,000 be transferred from the CIBC Fort Frances Library Board Reserve Account for the Watt Fiction Collection to the General Accounts.
Seconded by Robert S.

Carried.

Joyce asked Jason K for clarification regarding the Library Electrical.

Jason K. clarified regarding the meters and multipliers used to determine the fees.

C.) Donations:

Alicia SK. informed the Board that Library recently received two large donations, which were deposited into the Library Board Reserve CIBC Account.

Robert S. asked for clarification regarding the Library Refresh and our operating budget.

Alicia SK. explained that the capital expense will be logged in the Library's C-Accounts.

MOTION#154: Arlene G. moved to accept the Financial Report of Jan – May 2014 as distributed. Seconded by Andrew H.

Carried.

Alicia SK informed the Board that the Friends of the Fort Frances Public Library supported the Library through \$13,991.30 in donations.

There was Board consensus to send the Friends a Thank you letter. Joyce C. will send the letter on behalf of the Board.

Alicia SK informed the Board that we are expecting another large donation of \$10,000 from an anonymous donor, to create a MakerSpace for families and members of the community.

Andrew H. stated that this is a great opportunity for the community and reiterated how important it is to have the latest technology accessible for all members in the community.

D.) Library Hours:

Alicia SK. addressed closures over the Christmas Holidays. Traditionally the Library has been closed a half day on Christmas Eve and New Year's Eve, and closed on Christmas Day, Boxing Day and New Year's Day.

The Board expressed their wish to have the Library open as much as possible over the holidays to meet the needs of the community and to keep the closures consistent with previous years.

E.) Conference Attendance:

Alicia SK. and Andrea Avis will attend the OLS – North Conference in Sudbury the last week of September 2014. Andrea has been invited to speak on “Creating Library Partnerships.”

There was Board consensus that the CEO attend the OLA Super Conference in Toronto in January 2015. There was also discussion about how valuable this conference may be for a Board Member (especially if the Library Board will have new members in the fall).

It was suggested that the Board Members could apply for the grant to attend the conference.

MOTION#155: Andrew H. moved that the CEO be approved to attend the OLA Super Conference in 2015.
Seconded by Arlene G.

Carried.

F.) Policy Review:

The Board reviewed Policy Gov 08. There was consensus that the process worked well and it was transparent. There are two areas needing amendment:

- The date for determining the goals should be changed to June.
- The Chair should write a letter to Human Resources indicating the review has been completed and the outcome.

Alicia SK presented her Goals and Objectives for the upcoming year for discussion.

The Board was pleased with the list and agreed that the plan be accomplished over two years with annual updates and some amendments.

Alicia SK. was instructed to present an amended list at the September meeting.

MOTION#156: Arlene G. moved that the Policy Gov 08 regarding the CEO evaluation be approved as amended and that the CEO Goals and Objectives for 2014 – 2015 also be accepted as amended. Seconded by Robert S.

Carried.

Joyce C. indicated she would meet with Alicia SK. over the summer to organize and prepare a list of policies for audit.

G.) Important Dates upcoming events:

- a. Strategic Plan - All Day session– July 22nd***
- b. Alan’s gathering:*** This will be postponed until September.

- c. Webinar August 19th* – Alicia SK. will register for the webinar. Board members can attend the session at the Library.

H.) Next Meeting:

The September meeting will be rescheduled to September 17th at 3:30 pm due to Alicia SK and Joyce C. attending the OLS – North Conference.

MOTION#157: Andrew H. moved adjourn the meeting. **Carried.**

Meeting adjourned at 3:30 pm.