

**Fort Frances Public Library Technology Centre
Board Minutes
February 2015**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, February 19th 2015 at 3:30 P.M.

Board members in attendance: Andrew Hallikas, Robert Schulz, Sheri De Gagné, Robin Dennis (via Skype), June Caul, Ken Perry

Staff: Secretary-Treasurer Alicia Subnaik Kilgour

Regrets: Kerry Zucchiatti, Manager of Community Services - Jason Kabel

Absent:

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

2. Non-agenda items.

The following Non-Agenda items were added:

5 f) Risk management

5 g) Next Meeting

3. Minutes:

Sheri DG asked for her surname to be corrected. She also suggested that the Board Members be listed separately from staff and guests.

There was Board consensus to record attendance under, Board Members and Staff.

MOTION#179: Ken P. moved to accept the minutes
January 2015. Seconded by June C.

Carried.

4. Business Arising from Minutes.

Sheri DG spoke about her experience at the Ontario Library Association Super Conference. She also discussed the FOPL data report and a few handouts from the Conference. These items will be circulated to Board Members.

The Board thanked Sheri for sharing her experience.

Robert S. discussed training for Board Members and mentioned that the former Board completed many webinars.

Alicia SK will follow up with what training opportunities are available for Board members.

Alicia SK thanked the Board for the opportunity to attend Super Conference and indicated that it was great professional development.

A discussion ensued around the repairs made to the Library's boilers and heating pump. Alicia SK will follow-up to see if the boilers are still under warranty.

5. Items for Action/Discussion:

A) Library Finance Report:

Alicia SK discussed the Un-audited Finance Report for January – December 2014. Some highlights include:

- An increase in Revenues
- Staffing well managed and on budget
- An increase in Repairs and Maintenance for work done on the HVAC, and boilers.
- The overage in Library Services lines (Collections and Events and activities).
Alicia SK explained that there were funds earmarked in the CIBC Library Board account for these items.

MOTION#180: Robert S. moved to cover the shortfall on the Collections Line in the budget from the CIBC Library Board Account. Seconded by Robin D (via Skype).

Carried.

B) Donations:

Andrew H. and Alicia SK discussed their meetings with the Estate Trustees regarding the large donations received the end of 2014. Highlights include:

- Both donors were supportive of the library, leaving funds to be used for the intended purpose and not operating costs and expenses.
- The Gagne funds are to be used for Technology with acknowledgement made to Mr. Jack Gagne. The Trustee was excited about the Maker Space concept and changes to the main Library Service desk.
- The funds from Mr. D'Agostini's estate are intended to be used as per past practice including the support of the Forest of Reading program and collections.
- Alicia SK will arrange to meet with the local newspaper and radio station to discuss the donations.

Alicia SK and Andrew H. informed the Board about meeting with the Town Treasurer to discuss investment options and recommended that the funds be invested as advised by the Treasurer.

Alicia SK informed the Board that she had received another generous donation for the Maker Space from an Anonymous donor. The Board will have to work on policies for the 3D printer.

Ken P. asked about accounting procedures and transparency with respect to the donations. A discussion ensued around the procedures currently in place. The Town does all of the accounting for the Library and the procedures in place adhere to strict guidelines. That said, the Board wished to continue to be open and transparent and asked for clarification on donations.

To offer more clarity, Alicia SK. and Andrew H. will arrange a meeting with Laurie regarding the procedures in place and report the findings to the Board.

MOTION#181: June C. moved that the bequest by Jack Gagne be deposited in the Town's Library Reserve Account split 2/3 going to a Long Term deposit and 1/3 being deposited in a Flex account. Seconded by Robert S. **Carried.**

MOTION#182: Sheri DG. moved to accept the Finance Report of December 2014. Seconded by June C. **Carried.**

MOTION#183: Ken P. moved to accept the Finance Report of January 2015 actuals as presented. Seconded by Robert S. **Carried.**

C) Policies:

Andrew H. mentioned that we will need a policy for the 3D Printer and the new Button Maker at the Library.

Alicia SK. informed the Board that we are currently performing a Policy Audit.

Andrew H. suggested that a standing committee for Policies/Procedures be created.

Sheri DG. volunteered to be on this committee.

Andrew H. suggested that members think about it and forward their name to Alicia SK.

D) User Fees:

i. Shaw Room

Alicia SK. informed the Board that she had studied the Shaw Room Bookings from the last year, looking at revenues, trends and duration. She recommends that the Library move to an hourly rate and charge \$17.00/hr including tax (a small increase from \$15.54/hr) for the rental of the Shaw Community Hub.

This rate takes into consideration staffing and building costs.

This rate will make the room accessible to smaller community organizations and service clubs who require a shorter duration than the current 4 or 8 hour block.

Alicia SK. suggested that we continue to gather data with the new hourly rate and re-evaluate the fees at the end of the year.

There was discussion around the rate and usage.

MOTION#184: Robert S. moved to increase the hourly rate on the Shaw Room rental to \$17.00/hour including tax. Seconded by June C. *Recorded vote:*

Yeas: Robert S., June C., Robin D., Andrew H.

Nays: Ken P., Sheri DG.

Carried.

ii. Non-Resident Memberships:

Alicia SK. informed the Board that she had done an analysis of Library Memberships. There has been a steady decline in memberships since 2011. She recommended that the Library freeze the rates for 2015, and actively pursue agreements with the surrounding townships to open up access. In addition, the Library should offer payment plans and options (such as Debit/Credit).

A discussion ensued around the rates, access and contracting for Library Services.

MOTION#185: Sheri DG. moved to freeze non-resident rates of 2014 at \$77/household for the year 2015.

Seconded by June C. *Recorded vote:*

Yeas: Robert S., June C., Robin D., Sheri DG., Andrew H.

Nays: Ken P.

Carried.

E) CEO Report:

Alicia SK updated the Board on a few great initiatives. Highlights included:

Contracting for Library Services:

- An update on Contracting for Library Services and discussions with the Ministry.
- Contact has been made with Alberton about formalizing the agreement once in place. Information has been supplied regarding contracting.
- Alicia SK. will continue dialogue with the First Nation communities regarding contracting for Library Services.

Birch Bark Bowl:

- There was a quick update on working with the local school board on a few initiatives, including the Forest of Reading and with the OISE Research Team, who are working with our First Nations communities. Alicia SK. received a beautiful Birch Bark bowl from some members as a symbol of working together and moving forward.

Seed Library - "Plant a garden, grow a community"

- The Library will partner with the Horticultural Society and few other community organizations to create a Seed Library for the community.
- We received a great donation of 160 Sunflower cups, which we will use to launch the Seed Library
- The Library will also create a garden on the north east section of the Library. This space will be used for planting some of the sunflowers and for programming.
- There has been discussions about local indigenous and endangered plants.

3D Printer, button maker and Maker Space:

- The 3D printer and button maker have been purchased. This is being funded through an anonymous donor.
- Staff have attended webinars and workshops and have a good understanding of what type of equipment to include.
- Plans are in the work to purchase a Laser cutter, CD/DVD burner and Vinyl printer.

- The Library will provide exciting and innovative programming with the new equipment.

Ojibwe Language Program:

- The Ojibwe Language Program has been a great success to date. The first session we had 38, then 46 and last week 42. It runs for 6 weeks.
- Surveys were distributed and the feedback is wonderful!

F) Bake Sale:

Sheri DG. spoke about risk management and the Friends Bake Sale. There was a short discussion around Bake Sales.

Alicia SK. informed the Board that she distributed the information Sheri forwarded about Bake Sales to the Friends of the Library.

Alicia SK. also called the Health Unit to request more information.

G) Next Meeting:

There was discussion surrounding the date and time for the Library Board Meetings.

The next meeting date was changed to Monday, March 30th at 3:30 pm in the Shaw Community Hub.

MOTION#186: Ken P. moved to adjourn the meeting at 5:35 pm. Seconded by Sheri DG.

Carried.

Meeting adjourned 5:35 pm.