

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

The meeting of the Fort Frances Public Library Board was held in the Library on Monday, March 30th at 3:30 P.M.

Board members in attendance: Andrew Hallikas, Robert Schulz, Sheri De Gagné, Robin Dennis, Kerry Zucchiatti

Staff: Secretary-Treasurer Alicia Subnaik Kilgour

Regrets: Ken Perry, June Caul, 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) Library Holiday Closures

5 g) Strategic Plan

5 h) Next Meeting

3. Minutes:

A couple of amendments were made to the minutes.

MOTION#187: Robin D. moved to accept the minutes
February 2015 as amended. Seconded by Robert S.

Carried.

4. Business Arising from Minutes.

Andrew H. reminded Members about the Policy Committee. Robin D., Kerry Z., and Robert S. agreed to join Andrew H. and Sheri DG on the Committee.

Sheri DG inquired about the Friends of the Library Bake Sale.

Andrew H. informed the Board that the matter was under advisement and Alicia SK has been in contact with the Health Unit.

5. Items for Action/Discussion:

A) Library Finance Report:

MOTION#188: Kerry Z. moved to accept the Financial Report
Of February 2015. Seconded by Robert S.

Carried.

B) Contracting for Library Services:

Alicia SK updated the Board on the progress with the Township of Alberton and Couchiching regarding contracting for Library Services. Information has been sent to both parties, including the appropriate contacts at the Ministry for follow-up.

C) Accreditation:

Alicia SK. informed the Board about her involvement in the Re-accreditation of the Kenora Public Library. It was a positive learning experience.

The Board decided to prepare for Accreditation and hope to be ready within a year.

D) CEO Report:

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

Heating Pump:

- The bill for the repair of the Heating Pump has come in. Unfortunately, a second Heating Pump has failed. Parts are on order, and it is currently operating in by-pass mode.
- Alicia SK recommended that the funds for repair be taken out of the Library Reserve Account, as these expenses fall out of the realm of our operating expenses and require additional capital investment.
- There was Board consensus to pay for the expense from Reserve. Alicia SK will follow-up after all repairs and parts have been added and the final bill received.

Technology:

- The Library currently does not have a Technology Plan in place. This should become a Board priority.
- Alicia SK informed the Board that we have a growing network of 70 computers. She suggested we start replacing 10 computers, parts, and components a year to phase in new technology. Currently, we have computers that are out of service and a couple of the Staff computers, which have failed.
- There was Board consensus to move ahead with the purchase, utilizing funds from the Reserve, which have been earmarked for this purpose. Alicia SK was directed to present the bills once the purchase is complete.
- The Board will meet to discuss formalizing a Technology Plan.

Maker Space:

- Alicia SK reminded the Board that funds from our anonymous Donor, earmarked for the Maker Space must be spent before the end of the year.
- Alicia SK will order the remaining pieces of equipment needed to get the space up and running.
- Andrew H. reminded the Board that they will need to put policies into place for 3D printing, and the use of the Button Maker.

Board Training:

- OLS North has offered us in-person training on June 11th or virtual training on Sat., May 23rd.
- The Board agreed that they prefer in-person training and on Saturday, June 13th.
- Alicia SK will follow-up with OLS North.

Staff Training:

- Alicia SK explained that there will be mandatory staff training on Friday, April 10th, as the result the Library will open from 1:00 pm – 6:00 pm. Some of this Health and Safety training is now legislated. Staff will also have a group dynamic and team-building training workshop.

Libraries 2025:

- Alicia SK registered as a subsidized delegate to attend the Libraries 2025 Symposium in Toronto.
- Andrew H. also registered for this Symposium and encouraged other members to think about other opportunities for education, namely the OLS North Conference the end of September 2015.
- Alicia SK indicated that there was a grant for education that some of the members may be able to take advantage of this year.

School Board initiative:

- Alicia SK recently met with the Library CEOs in the Rainy River District and a representative from the Rainy River District School Board to discuss opening up access to Library Services for all students in the district.
- The Board was very excited about this project and endorsed moving forward with the initiative.

Programs:

- The French Language Program is proving to be a success. The first session was well attended with 35 people.
- Magic – the Gathering Program continues to engage a new demographic for Library services.
- Robert S. and Andrew H. recently observed a session and spoke of its success.
- SnoAsis, an event in partnership with the Museum and Friends of the Museum was also a great success. The Friends of the Library and Museum worked well together and the day was a lot of fun for families in the community.
- The Library's March Break programs were well attended.

E) Library Holiday Closures:

Alicia SK informed the Board about the upcoming Statutory Holidays.

MOTION#189: Kerry Z. moved to let it be resolved that the Fort France Public Library Technology Centre be closed on Statutory Holidays as per the Town of Fort Frances policy.
Seconded by Robin D.

Carried.

F) Next Meeting:

There was discussion surrounding the date and time for the Library Board Meetings. The next meeting date is Wednesday, April 22nd at 3:30 pm in the Shaw Community Hub.

MOTION#190: Robert S. moved to adjourn the meeting at 4:58 pm. Seconded by Robin D.

Carried.

Meeting adjourned 4:58 pm.