

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

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, April 22nd, 2015 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, Manager of Community Services - Jason Kabel

Regrets: Ken Perry, June Caul,

Absent:

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

2. Non-agenda items.

The following Non-Agenda items were added:
5 g) In-camera - Personnel

3. Minutes:

There were no errors in the minutes.

MOTION#191: Robin D. moved to accept the minutes
March 30th 2015 as read. Seconded by Robert S.

Carried.

4. Business Arising from Minutes.

Jason K. suggested that we look at re-numbering the motion numbers.

Andrew H. agreed and suggested that we look at motion numbers in the upcoming year.

5. Items for Action/Discussion:

A) Library Finance Report:

Andrew H. updated the Board on the meeting with Alicia SK. and Treasurer, Laurie Witherspoon. Highlights include:

- The Board and CEO are using the correct procedures for recording donations and expenses.
- Safeguards are in place to ensure that donations are honoured for their intended purpose and not treated as operating dollars.
- Monthly Finance Reports will be now include reports from the Library CIBC Board Account, and the F-Accounts.
- Procedures are in place for accessing the funds, namely through Board resolution and Transfer Memos.

- The Library accounts are audited annually with the Town's audit.

Clarification was given regarding accessing the Reserve Accounts. The funds in the Town Reserve (Formerly known as the Building Fund) can be used for the repairs and maintenance issues brought forward by Alicia SK. These funds are designated for Library Use.

In an effort to work in cooperation with the Town, and as a courtesy, the Town will be notified regarding requests for access.

There was Board consensus that the Library is operating in accordance with Town Procedure with respect to Library Finances. Members unanimously agreed that the process is transparent and promotes good stewardship and fiscal accountability.

MOTION#192: Kerry Z. moved to accept the Financial Reports of April 22nd 2015 as presented. Seconded by Sheri DG. **Carried.**

B) Contracting for Library Services:

The Board commended Alicia SK. for her effort regarding contracting for services with the surrounding communities.

The Township of Alberton was sent information regarding contracting for services, as well as the former agreement. The discussion is tabled until they hear back from the Representative at the Ministry.

Alicia SK. reminded the Board of the Membership Report detailing Non-Resident memberships and the surrounding areas. This report will be uploaded to the Board resources online.

C) Strategic Plan:

Andrew H. discussed the Strategic Plan and suggested that 2 – 3 hours be spent on the last phase for completion.

Alicia SK. informed the Board that our Skills Development Advisor from OLS – North will be visiting libraries the second week in June. Alicia SK. will ask the Advisor to do a short workshop on the final steps to completing the plan.

Alicia SK. will follow-up with OLS – North.

D)

i. Webinar:

Alicia SK. reminded the Board Members about the webinar on Policies. This will be followed with a short demonstration on how to access the Board Documents on our Google account.

ii. Board Education:

Board Education Day has been scheduled for June 6th starting at 10 am, with lunch provided. This has been opened up to surrounding libraries, creating a great opportunity to network.

E) CEO Performance Appraisal:

Andrew H. discussed the process for performance appraisal, noting the timelines in Policy Gov 08: CEO Performance Appraisal.

All Board members are asked to fill out the forms and forward the responses to Andrew H. by May 20th.

The results will be collated by Andrew H., Robert S., and Jason K. and presented at the May Board meeting.

Alicia SK. was directed to send copies of the Appraisal forms, her Goals and a Self-Evaluation to all members of the Board.

F) CEO Report:

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

Board Education:

- A reminder was given regarding the upcoming opportunities for Board Training.

Public Relations:

- Andrew H. and Alicia SK. met with Duane Hicks from the Fort Frances Times and Andy See from the local Radio Station to discuss the large donations and other Library initiatives.
- Alicia SK. was also on CBC Radio to discuss the Seed Library.
- The response from the community has been very positive.
- There is also a great response from the First Nation Metis Inuit community.
- The Library will be joining the Chamber.
- Andrew H. suggested that we start posting articles and good news stories on our bulletin board.

Seed Library Launch:

- The Launch of the Seed Library appears to be a success.
- The Sunflower giveaway is working well and the Library now has a Gardener in Residence. Donna Law, local gardener and member of the Horticultural Society, has volunteered her expertise to assist us with this project.

MAGIC – the Gathering:

- This program is now expanding to accommodate a younger audience.
- We are working towards recruiting more volunteers to assist with programming.
- There was some discussion about doing some outreach to Couchiching.

Chess:

- The Library is working towards starting a Chess League in the Fall.
- We hope to offer a couple of workshops over the summer to promote the League.

Technology:

- The Library has started to loan GPS units.
- E-Readers and tablets are also available for check-out.
- The CD/DVD buffer is now in use.

- The Library will purchase a Singer sewing machine to add to the Maker Space.

Libraries 2025:

- Libraries 2025 was held in Toronto on April 29th/30th.
- Alicia SK. was part of a Reactor Panel discussion on Design Thinking.

G) In-Camera - Personnel:

MOTION#193: Robert S. moved to go in-camera at 4:54 pm.
Seconded by Robin D.

Carried.

The meeting moved out of camera at 5:15 pm.

H) Next Meeting:

There was discussion surrounding the date and time for the Library Board Meetings.
The next meeting date is Wednesday, May 27th at 3:30 pm in the Shaw Community Hub.

MOTION#194: Robert S. moved to adjourn the meeting
at 5:17 pm. Seconded by Kerry Z.

Carried.

Meeting adjourned 5:17 pm.