

**Fort Frances Public Library Technology Centre
Board Minutes
October 2015 – held November 4th 2015**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, November 4th, 2015 at 3:30 P.M in the Shaw Community Hub.

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

Staff: CEO/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:

H) Electrical

I) Policy/Procedure Meeting

J) Christmas

K) Non-Resident Fees

MOTION#212: Sheri DeG. moved the adoption of the agenda as amended Seconded by Robin D.

Carried.

3. Minutes:

There were no errors in the minutes.

MOTION#213: Kerry Z. moved to accept the minutes September 2015 as presented. Seconded by Robin D.

Carried.

4. Business Arising from Minutes.

The Notice of Trespass has been completed and is ready to be served, but the individual has not been back to the Library.

Some of the other items will be addressed in the CEO Report.

5. Items for Action/Discussion:

A) Library Finance Report:

Jason K. noted that the Electrical Rebate is \$2,845.25. This total should be reflected on the next financial report.

Robert S. asked about the Events and Activities Line. Alicia SK explained that the Friends of the Library were sponsoring our Programs, activities and events.

Alicia SK explained that we would halt spending in a few lines as we approach year end.

Alicia SK also explained that her travel as the Northwestern Representative on Provincial Council has been subsidized by the Ontario Library Association.

MOTION#214: Robin D. moved to accept the Financial Reports of August and September 2015 as presented. Seconded by Robert S.

Carried.

iii) Budget 2016 Meeting

The Board set a 2016 Forecast Budget Meeting for November 18th at 3:30 pm.

B) Strategic Plan

The Board reviewed the Strategic Plan.

MOTION#215: Robert S. moved to accept the final draft of the Strategic Plan 2015 – 2018 as presented. Seconded by Kerry Z.

Carried.

C) Electronic Databases:

Alicia SK explained that the Electronic Databases are no longer being supported by the Government. As a result it will cost \$7,000 - \$10,000 to purchase a cross-section of what was formerly known as Tier 1.

A discussion ensued around leveraging partnerships and sharing resources going forward in the future. That said, Alicia SK was instructed to contact the Gagne Estate Trustee to discuss funding the transition year for the resources.

MOTION#216: Sheri DG. moved, be it resolved that Alicia speak to Jock Spence re: authorization of Mr. Gagne endowments up to \$8,000 to fund 2016 e-Resources. Alicia to speak with Library partners re: funding going forward. Seconded by Robin D.

Carried.

D) Grants:

Alicia SK informed the Board that she had submitted the Post Project Report for the Capacity Building Fund grant and that she was waiting to hear back from the Ministry regarding filing the Operating Grant (PLOG).

E) Recent Donations:

There was discussion around a recent Library donation of \$1,300 and a request about recognition.

There was Board consensus that funds would go towards the purchase of a special collection and that the Donor be honoured with a Book Plate in each book.

F) CEO Report:

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

Health and Safety:

Jeremy Hughes has taken Part 1 of the H&S 3-Day training course.

Alicia SK. still has to complete Part 2 for compliance.

POS:

The Library now has debit and credit. Both staff and patrons have welcomed the POS. Patrons find it very convenient.

RRDLC:

Jeremy Hughes was part of last Professional Activity Day training with the RRDSB. He facilitated a workshop on Overdrive and excessing our e-Books. So far we have received over 200 applications for student library cards.

Trunk or Treat:

This year's event was well attended. Kiwanis did a Free Hot dog BBQ and community members put in Trunks.

The staff worked very hard and contributed to the success of the event.

Culture talks:

Sherry George and Alicia SK. traveled to the Culture Talks in Thunder Bay. Only 3 Library systems were present (Thunder Bay, Nipigon, and Fort Frances). There were many artists and art groups in attendance. They exceeded capacity.

The Minister of Tourism, Culture and Sport was in attendance.

RRDSB Roundtable talks:

Alicia SK. attended the roundtable discussion at the RRDSB. The discussion focused on long-term facilities planning, utilization of resources, and partnerships.

Let's Speak Ojibway:

Classes are scheduled to start in November – 4 week start. People have been asking. Andrea will be doing a special session at OLA 2016 about our special stickers and programming.

Tech BootCamp:

Marcus Herbert has been hired through our Industry Canada Grant, as the IT Assistant. He is doing a great job.

Robotics Challenge:

In partnership with Seven Generations, we are hosting the Robotics Challenge here at the Library on Saturday mornings.

G) Next Meeting Date:

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

The next meeting will be, November 25th at 3:30 pm in the Shaw Community Hub.

H) Electrical:

Jason K. clarified electrical issues and the rebate.

I) Policy/Procedure Meeting:

Andrew H. suggested having a meeting to discuss the Library Policies and the audit process. The meeting will be held after the Budget Meeting on November 18th.

J) Christmas:

Andrew H. suggested that Board, Staff and Friends attend the Christmas Party at the Rendez-Vous. Details were forwarded.

K) Non-Resident Fees:

There was a discussion surrounding the Library's Non-Resident Fees and how this works with Unorganized areas.

Information Items:

Robert S. mentioned that the Museum was having their "Cut a Rug" Gala and encouraged members to attend.

MOTION#217: Sheri DG. moved to adjourn the meeting
at 5:15 pm.

Carried.

Meeting adjourned 5:15pm.