

**Fort Frances Public Library Technology Centre
Board Minutes
March 16th 2016**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, March 16th, 2016 at 3:30 P.M in the Shaw Community Hub.

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

Staff: CEO/Secretary-Treasurer - Alicia Subnaik Kilgour, Manager of Community Services - Jason Kabel

Regrets: Kerry Zucchiatti

Absent:

Guest: Anne McCoy (OPP) – Project Sunset

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

2. Non-agenda items.

There were no Non-Agenda items.

As the Agenda was full, there was Board consensus to extend the meeting by a half of an hour.

3. Minutes:

MOTION#2016-07: June C. moved to accept the minutes of January 20th as amended. Seconded by Ken P.

Carried.

4. Business Arising from Minutes.

Business arising will be addressed through the Agenda items.

5. A) Guest Visit – Anne McCoy (OPP) – Project Sunset:

Anne McCoy made a presentation to the Library Board about Project Sunset. Following are some of the highlights:

- Project Sunset is looking for a Coordinator to coordinate and implement the Music, Arts and Culture component for the project
- This individual will be a Library employee
- Anne and Lincoln will ensure that there are funds for the Project that will cover an employee on a half-time basis
- Anne and Lincoln have sourced funding through the Northern Heritage Grant for the other half-time component, thereby offering coverage for 1 full-time Arts, Culture and Music Coordinator for the first year of the project

- Project Sunset will cover some additional expenses towards the project
- Alicia SK will sit on an Advisory Committee as part of the project
- Opportunities exist for flexibility with contracts, there will be warranties in the Contract
- There will be a hiring committee
- Anne – the Library is the employer and will look after all the HR (pay employee), The Library will bill for costs, salaries, so that the Library is not out of pocket, it is built into the Service Agreement
- Andrew – Alicia will be doing work once the Board has made the decisions, Alicia will look after the HR and will be done with Town
- If there are any questions from the media they can be forwarded to Anne and Lincoln; they will provide statements as the project is innovative and new and they want the kids to be the voice for the project
- Strength-based approach - people are excited and talking but please use the statements that will be provided and then refer to Anne/Lincoln
- Hope that the new Arts, Culture and Music Coordinator can start in May 2016
- Andrew’s recap:
 - Project Sunset will provide funding ½ time and the other ½ time from the Northern Heritage Grant
 - No cost to the Town/Library
 - Technical equipment may come back to Library
 - Project Sunset will share the data and we can use it for funding in the future
 - Project Sunset will last for 4 years
 - There will be clauses for termination

MOTION#2016-08: Sheri DG. moved that the Board approves with proceeding with Project Sunset “document of service agreement” creation. Seconded by Robert S.

Carried.

Andrew H. thanked Anne McCoy before she left the meeting.

B) Finance Reports:

i) Library Finance Report

A discussion ensued around the 2016 Forecast Budget and the 2015 Actual Budget. Important to note was the increase in some operating expenses, such as Hydro.

The Board received an email from a Council Member with questions regarding expenditures in 2015. The answers were forwarded to Council via June C our Council Representative.

Alicia SK informed the Board it was now time to transfer the year-end funds from Reserve to cover the 2015 Year-End Expenditures.

The Board suggested that in future years, a Budget Presentation be made to Council.

ii) Transfers – Pre-approved

MOTION#2016-09: Sheri DG. moved that the Board requests the transfer of funds from the CIBC Library Account to the General Library Account:

Forest of Reading:

\$5,000 funded through Mr. D’Agostini’s Estate for the Forest of Reading for 2015

Watt Fiction Collection:

\$10,000 of Watt Fiction funds, for the Fiction Collection for 2015
Seconded by Robert S.

Carried.

iii) Transfers – Capital and Operating

MOTION#2016-10: Robert S. moved that the Board requests the transfer of funds from the General Library Account to the CIBC Library Account:

Please Move the following funds into the Library CIBC Account:

Donations in the Memory of a loved one:

\$3,930 in the Memory of Joyce Cunningham

\$1,300 in the Memory of Mr. Audette for the Western Collection

Seconded by June B.

Carried.

MOTION#2016-11: June C. moved that the Board requests the transfer of funds from the CIBC Library Account and the Reserve – Public Library Technology Centre Account, to the General Library Accounts to cover the following expenditures [listed below]. Seconded by Sheri DG.

Carried.

| Library Operating Budget: | | | |
|----------------------------------|-------------------------------------|---------------------|---|
| General Ledger# | Account Name | | Funded through |
| G-781-1320-1593 | Events & Activities Expense | 4,849.92 | Library CIBC Brd Acc't - Donations |
| G-781-1320-1721 | Books | 5,000.00 | Library CIBC Brd Acc't - Watt Collection |
| | | \$ 9,849.92 | |
| Library Capital Budget: | | | |
| General Ledger# | | | |
| C-781-9220-1471 | Surveillance Cameras | 7,412.73 | Library CIBC Brd Acc't - Gagne Donation |
| C-781-9165-1471 | Materials (Heating Pump/compressor) | 7,225.97 | RL 6008270000 - Public Library Technology Ctr Reserve |
| C-781-9109-0000 | Computer Equipment/Software | 14,783.91 | RL 6008270000 - Public Library Technology Ctr Reserve |
| | | \$ 29,422.61 | |

C) Building Maintenance:

i) Heat Pump/ Compressors:

Alicia SK distributed a Building Maintenance Report prepared by Jeremy Hughes. Preventative Maintenance was discussed as well as the repair of the Heat Pump/Compressor system. These expenditures will have to be coded to Capital.

ii) Replacement of Exit signs:

Alicia SK discussed the quote received to replace the burnt out Exit Signs. The Electrician recommended replacing the signs with the new Pictogram signs.

The Board directed Alicia SK to check with Travis Rob at the Town to see if there is a requirement for the signs to be lit. If there is a requirement then, Alicia SK is to proceed with replacement of the signs with the Pictogram signs.

D) Rainy River District Library Cooperative:

Rainy River Library has decided to stay in the Cooperative. The Purchasing Committee has been meeting to discuss purchasing and we continue to register students.

E) Policies:

Robert S. gave an update on the Policy Audit. The Surveillance Policy is on hold, pending further investigation. The Policies are to be reviewed every four years. The Board may wish to have a special Board meeting to approve all the policies.

Robert S. reminded Board Members that the next Policy Meeting is Wednesday, April 13th at 3:30 pm. Alicia SK will make certain the policies are updated on the Library's website.

F) CEO Report:

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

Thanks:

- Alicia SK thanked the Board for their care and concern while she was away from work.
- Alicia SK informed the Board that Andrea Avis had the rest of the staff had done a great job while she was away.
- The Board also expressed thanks to Andrea Avis, Jeremy Hughes and the rest of the staff for a job well done.

Ballroom Dancing:

- Another session of Ballroom Dancing is scheduled. Patrons have been really enjoying the program.

Forest of Reading:

- April is voting month for the Forest of Reading Program. Some of the schools are participating and enjoying the program.

G) Next Meeting Date:

It was decided that the next meeting date be Wednesday, April 20th at 3:30 pm in the Shaw Community Hub.

Robert S. reminded Board Members to vote for Andrew H. in the upcoming OLS North Elections.

Robert S. remarked on how successful the March 5th SnoAsis Event was and thanked the Library staff and Friends of the Library for their support and participation.

MOTION#2016-12: June C. moved to adjourn the regular board meeting Of Mar. 16th 2016 at 5:38 pm. Seconded by Robert S. **Carried.**

Meeting adjourned 5:38 p.m.