

**Fort Frances Public Library Technology Centre**  
**Board Minutes**  
**April 20<sup>th</sup> 2016**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, April 20th, 2016 at 3:30 P.M in the Shaw Community Hub.

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

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

**Regrets:** Ken Perry

**Absent:**

1. **Conflict of Interest.** There were no conflicts of interest.
2. **Non-agenda items.**

The following Non-Agenda item was added:  
5e) In-Camera item

3. **Minutes:**

MOTION#2016-13: June C. moved to accept the minutes of April 20<sup>th</sup> as amended. Seconded by Robin D.

**Carried.**

4. **Business Arising from Minutes.**

Alicia SK gave an update on Project Sunset. The March Newsletter was also shared with the Board. Anne McCoy and Lincoln Dunn will forward the paperwork when it is completed.

Robert S. suggested that a special meeting of the Board can be called once the paperwork is ready, to discuss the next steps.

Andrew H. won the OLS North Board election for our district and will now sit on the OLS North Board.

**B) Finance Reports:**

**i) Library Finance Report**

Alicia SK informed the Board that she had completed the paperwork for the Capacity Grant 2015 – 2016.

Alicia SK informed the Board that the new GL lines have been added:  
0745 - MUNICIPALITY NON-RESIDENT FEE  
1728 - DIGITAL COLLECTIONS

The Board asked for a Year to date column to be added on the Finance Statement and also suggested quarterly reports for discussion. Alicia SK. noted that the column numbers will be added once the budget is passed. Alicia SK. will also add budget notes to the Finance Statements.

Jason K. clarified the role of the Library Board regarding Library Finances and cautioned the Board about blurring the lines with respect to Council.

Andrew H. suggested that the Board Chair and the Library CEO make an annual presentation to Council regarding the Library's Budget. It is a good idea to communicate with Council on a regular basis in an effort to keep the lines of communication open and build a good relationship with Council.

Council agreed to a 1.5% increase to the Library's Budget for 2016.

Alicia SK informed the Board that we have received a pledge for a \$50,000 donation, and an additional \$20,000 from two Estate donations. Alicia SK and Andrew will arrange for some media coverage regarding the donations.

MOTION#2016-14: Sheri DG. moved to accept the Financial Report of January to March 2016. Seconded by Robert S.

**Carried.**

**C) Building Maintenance:**

**i) Replacement of Exit signs:**

Alicia SK informed the Board that the Exit signs have been replaced. Two signs were missed, but will be replaced once the order is filled.

**D) Rainy River District Library Cooperative:**

The Cooperative have processed over 1,200 student Library Cards, just over 20% are from unserved areas.

**E) Policies:**

MOTION#2016-15: Robert S. moved, be it resolved that the following Library Policies will be *bloc*:

FN – 03, GOV - 09 , GOV – 10, OP – 01, OP – 02, OP – 06, OP – 07, OP – 08, OP – 13, OP – 14, OP – 15, OP - 16 and that the Board approval of these policies be voted on *en bloc*.

Seconded by Robin D.

**Carried.**

MOTION#2016-16: Robert S. moved, be it resolved that the following Library Policies listed in the *bloc* be approved *en bloc*.

**Carried.**

Robert S. gave an update on the Policy Audit.

Robert S. reminded Board Members that the next Policy Meeting is Wednesday, May 11<sup>th</sup> at 3:30 pm. Alicia SK will make certain the policies are updated on the Library's website.

***F) CEO Report:***

MOTION#2016-17: Robin D. moved at 4:16 pm that we move In-camera within the CEO Report [to discuss a personal matter involving an identifiable individual]. Seconded by Kerry Z.

**Carried.**

The meeting moved out of camera at 4:33 pm.

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

**Forest of Reading:**

- Voting has opened up for the Forest of Reading Program.
- The Evergreen Program will run as a summer reading program

**Staffing:**

- The staffing restructure is completed and Alicia SK indicated she is ready to hire for the full-time position that has been vacant since staff retirements last year. The position will be for a full-time Public Services Clerk.
- Staff have been informed about the opportunity and are happy that we are ready to hire.
- The Board supported the position being posted internally.

**Book Sale:**

- The Annual Friends of the Library Book Sale will be held Saturday, May 28<sup>th</sup>.
- The Friends will ask for books to be dropped off a week before May 28<sup>th</sup>.

***G) Next Meeting Date:***

It was decided that the next meeting date be Wednesday, May 18<sup>th</sup> at 3:30 pm in the Shaw Community Hub.

MOTION#2016-18: Robin D. moved close the meeting at 5:38 pm. Seconded by June C.

**Carried.**

Meeting adjourned 5:38 p.m.