

**Fort Frances Public Library Technology Centre
Board Minutes
June 15th 2016**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, June 15th, 2016 at 3:30 P.M in the Shaw Community Hub.

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

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

Regrets: June Caul

Absent: Ken Perry

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

There were no Non-Agenda items.

3. **Minutes:**

MOTION#2016-26: Kerry Z. moved to accept the minutes of May 18th 2016 as amended. Seconded by Robert S. **Carried.**

MOTION#2016-27: Sheri DG. moved to accept the in-camera minutes of May 18th 2016. Seconded by Kerry Z. **Carried.**

4. **Business Arising from Minutes.**

Alicia SK will follow-up with Bob Green regarding having the outside water tap repaired.

The By-law for the Library Parking Lot was passed on Monday [June 13th 2016].

The Board expressed thanks to Jeremy Hughes for a superb job on crafting the new Surveillance and Privacy policies.

Andrew H. thanked Board Members for coming to the Volunteer BBQ. The event was well attended and successful.

Alicia SK. suggested repeating the event each year. She has received some very positive feedback from the volunteers. Alicia SK thanked the Board for facilitating the BBQ.

Andrew H. mentioned that Nadine Mutz, our new hire, is doing a great job as Public Services Clerk.

There was a discussion about nametags for employees. There was Board consensus to have tags made for staff, showing first names only. Staff will be required to wear the nametags. The Annual Friends of the Library Book Sale raised approximately \$3000.00. The Board expressed their appreciation and thanks to the Friends for their continued dedication and commitment to the Library.

Alicia SK indicated that roughly \$1000.00 worth of material was also kept for the Library's collection.

A) Finance Reports:

i) Library Finance Report

Alicia SK revisited the April Finance Report and presented the distributed May Finance Report.

MOTION#2016-28: Robin D. moved to accept the Finance Report Of April 2016. Seconded by Robert S. **Carried.**

The forecast budget figures for the 2016 Budget have to be added to the financial statement for May. There may be a couple of changes once the Finance Department adds the actual budget figures, namely in the Electrical GL line.

MOTION#2016-29: Kerry Z. moved to accept the Finance Report of May 2016. Seconded by Robert S. **Carried.**

Alicia SK went over the Library Capital Budget Report in detail, outlining how the items were funded, and recommended that the Board transfer the funds to cover the expenditures.

MOTION#2016-29: Robert S. 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: Seconded by Robin D.

Library Capital Budget:				Reserve allocation		Total
General Ledger#	Account		Funded by	Building	CIBC	
C-781-9105-1471	Maker Space Equipment	1,135.09	Library CIBC Brd Acc't - Gagne Donation		\$ 1,135.09	
C-781-9210-1527	Contracted Services - Exit lights	2,770.67	RL 6008270000 - Public Library Technology Ctr Reserve	\$ 2,770.67		
C-781-9165-1471	Materials (Compressor/Coil)	6,513.17	RL 6008270000 - Public Library Technology Ctr Reserve	6,513.17		
		\$ 10,418.93		\$ 9,283.84	\$ 1,135.09	\$ 10,418.93

Carried.

B) Building Maintenance:

i) HVAC unit

Alicia SK gave an update on the HVAC 3 unit, which is in need of repair again. There was Board consensus for Alicia SK to contact K.J. Refrigeration to access the unit.

C) Library Storage:

Alicia SK gave an update regarding the storage issues at the Library and the Health and Safety implications. There was discussion about creating a Reading Garden with some of the bequests and donations recently received; permanent storage can be incorporated into the design.

Alicia SK recommended that the Library acquire a storage unit for temporary storage, until a long-term solution can be reached.

MOTION#2016-31: Kerry Z. moved, that the Board is authorizing the CEO to secure proper storage facilities within the Town of Fort Frances limits. Seconded by Sheri DG.

Carried.

D) Policies:

MOTION#2016-32: Robert S. moved, be it resolved that the following Library Policies will be *bloc*:
BL 01, BL 02, BL 03, BL 04, BL 05, BL 06, GOV 08, OP 10, OP 09, OP 12 and that the Board approval of these policies be voted on *en bloc*. Seconded by Robin D.

Carried.

MOTION#2016-33: Robert S. moved, be it resolved that the following Library Policies listed in the *bloc* be approved *en bloc*.
Seconded by Robin D.

Carried.

Robert S. gave an update on the Policy Audit. The Privacy webinar's content was appropriate, but it was very difficult to hear the recording.

Jeremy Hughes did a great job of ensuring all the relevant content and terminology were incorporated in the new draft policy OP – 17 Surveillance, and Privacy OP – 05.

Robert S. recommended that all Board Members review the policies on the Library website over the summer and bring any concerns to the September Policy Meeting.

Robert S. reminded Board Members that the next Policy Meeting is Wednesday, September 14th at 3:30 pm.

E) CEO Recruitment Update:

Andrew H. informed the Board that ads for the Library CEO position were placed in the Fort Frances Times, the Thunder Bay paper and via the local Radio station 93.1 the Border.

The Selection Committee is comprised of the Andrew H., Robert S., Robin D., Jason K., and Aaron Petrin.

Alicia SK also posted the position on the following websites, the Partnership Board (through BCLA), Western University and the iSchool of the University of Toronto. The posting has also been shared on LinkIN and tweeted on Twitter via Alicia SK and SOLS.

Alicia SK has also connected with a couple of people regarding the position.

Andrew H. sent via email, a list of potential interview questions to all Board Members. Please forward your suggestions to Andrew H. as soon as possible.

A Board meeting may have to be called when the decision on the new CEO has been made.

F) CEO Report:

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

- The Library received a donation for programming from the Estate of Dino D'Agostini.

MOTION#2016-34: Sheri DG. moved that the Board moves that \$6,595 from the D'Agostini Estate, to be moved from the Library CIBC Board Account to Donations in the Operating Budget for programming. Seconded by Robert S.

Carried.

- Solly Santiago will be displaying her art in the library for July and August.
- The Tackle Share program is ready to go and patrons can now sign out fishing rods and tackle boxes. We have to gather statistics for the equipment lent. We have "Resident Young Angler's Licence" to be distributed to youth under 18, who are residents of Canada.
- The new student library assistants are Anna Schwartz, Maggie LeMesurier (Mags) and Danielle Cridland, they will be starting the last week of June and will be working a few hours a week throughout the summer. Maggie Gurski will be working full time hours during the summer. Dawson Mihichuk will be working July and August - 8 weeks, as part of a Canada Summer Jobs Grant.
- There will be a fashion show featuring Lori Yerxa Creations on June 21st @ 6:30 p.m. to celebrate the 20th anniversary of National Aboriginal Day. A "meet and greet" will be at 6:30, fashion show @ 7 p.m. Refreshments will be provided by Friends of the Library.
- The Annual Teddy Bear Picnic will be on Thursday June 30th @ 11:00 a.m. Tickets will be available starting June 15th, \$5.00 each.
- The Friends of the Library raised approximately \$3000.00 in the Annual Book Sale. The Library also added about \$1000.00 worth of items to the collection. Andrew H. has written a wonderful thank you letter to the Friends for their continued dedication and commitment. The Friends of the Library also received a very generous Estate donation.

G) Next Meeting Date:

It was decided that the next meeting date be Wednesday, September 28th 2016 at 3:30 pm in the Shaw Community Hub.

MOTION#2016- 35: Robin D. moved to close the meeting at 5:10 pm. Seconded by Kerry Z.

Carried.

Meeting adjourned 5:10 p.m.