

Fort Frances Public Library and Technology Centre
Board Minutes
October 18th, 2017

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, October 18th, 2017 at 3:30 P.M. in the Shaw Community Hub

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

Staff: CEO/Secretary-Treasurer - Caroline Goulding

Regrets: Sheri De Gagné, Manager Community Services – Jason Kabel

Absent: Ken Perry, June Caul

1. **Declaration of Conflict of Interest** - There were no conflicts of interest.
2. **Call for Non-Agenda Items**

5.b. Policy Update

Information Item b) will be addressed under 5h) Roundtable Summaries

MOTION#2017-53: Kerry Z. moved to accept the agenda of October 18th, 2017 as amended. Seconded by Robin D. **Carried.**

3. **Minutes of the Meeting**

MOTION#2017-54: Kerry Z. moved to accept the minutes of September 20th, 2017. Seconded by Robin D. **Carried.**

4. **Business Arising from Minutes**

- Item 5.b.: Caroline G. spoke to Alicia S.K. and the Cooperative had discussed sharing some of the administration work, as Fort Frances staff had begun to feel the stress of additional work. The Cooperative is now running very smoothly and the amount of additional work has drastically decreased.
- Item 5.b.v.: Board members are encouraged to attend as much of the strategic planning meeting as they can on Thursday, October 26th the day will begin at 9am
- Item 5.b.vi.: The OLSN Board was intrigued by the Cooperative
- Item 8.vii.: There will be a Yard Work Party on Friday, October 20th.
- Item 5.c.: 170 responses to the survey have been received, a report to Council will be given concerning the data
- Item 5.f.: We are working through the feasibility of the shed
- 5.g.: Given the raise in minimum wage the Town may not be adopting the new student wage structure as described at the last meeting. Caroline G. will give an

update at the November Board meeting and, if necessary, request the Town HR Manager to be in attendance.

- 5.h.: The International Falls Library accepts a Fort Frances Library card as proof of payment
- 5.j.i.: The Board discussed creating a Board discretionary budget line, the need for efforts to be ongoing and consistent was discussed.
- It was suggested that a guestbook be created

5. Items for Action/Discussion

a. Library Finance Discussion

1. Library Financial Statement – September 2017

- Caroline G. is going to be reviewing the eBooks line
- Revenue appears lower comparatively, however it is that certain grants have not yet been processed.

MOTION#2017-55: Kerry Z. moved to accept the financial report to the end of August 2017. Seconded by Robin D. **Carried.**

b. Policy Update

OP-05, HR-01, HR-02, and HR-03 were reviewed and a new policy OP-21: Records and Retention was created at the last policy meeting on October 11th. The policies have all been posted on the FFPLTC website

The Town has updated its Accessibility policy, which will be reviewed at the next policy meeting along with OP-04: Computer Use

MOTION#2017-56: Kerry Z. moved that the Board bloc policies HR-10: Use of Technology, HR-11: Travel, and OP-17 Video Surveillance. Seconded by Robin D. **Carried.**

MOTION#2017-57: Kerry Z. moved that the Board accept and approve policies HR-10, HR-11, and OP-17 for a one-year period. **Carried.**

c. CEO Report

i. Circulation

Circulation has continued its trend.

ii. Power Consumption Update

Power Consumption has continued its downward trend

iii. UNFC Meeting

Caroline G. attended a UNFC staff meeting. UNFC Staff had many wonderful suggestions for ways the Library could augment or improve its services. The Board agreed that Caroline G. should follow-up on outcomes of the meeting.

iv. OLS-N Conference – Library Value Toolkit

The Toolkit will help us to put a dollar value on the economic benefit that the Library provides the community. An excel workbook should be released shortly.

d. Strategic Plan Update

- “Develop Services” & “Be Inclusive”
 - “Consult with community groups” – The community survey and UNFC Staff meeting
- “Provide a Positive Experience”
 - “Allow feedback to guide the development of services” – The community survey and UNFC Staff meeting

e. Accreditation Update

- 1.3.3. Consultation of Users - Survey
- 2.2.1 Public Need – Asked a question regarding open hours on the Survey

f. Maximum Fine Limit

- Currently the fine is levied per family and there is conflict between the maximum limit that can be applied and the limit at which you can no longer check out material
- The Board agreed that the limit should be on an individual basis, be consistent across both limits, and set at \$15.
- Discussion was had surrounding amnesty weeks, ensuring the return of long overdue material, probationary periods for repeat offenders it was decided that policy statements should be added to OP-02: Circulation in order to provide clarity and the policy was added to the agenda of the next policy meeting

g. HVAC Maintenance

- Additional leaking occurred in the Shaw Room closet and in the main Shaw Room
- Caroline G. called KJ Refrigeration in to address the issues. He found:
 - A crack in the pan in the Shaw closet unit, he repaired it and will also be bringing in additional secondary pans
 - Two heat recovery units, he changed the filters in each
 - A problem with the thermostat in the Shaw Room which was fixed by replacing the unit.
- It was suggested that a preventative maintenance schedule be devised.

h. Roundtable Summaries and Funding Review Survey

The Board reviewed and discussed the Roundtable Summaries and answered the Funding Review Survey as a group. Main takeaways include:

- The necessity of funding to enact any of the changes suggested (training, networking, standards etc.)
- Becoming a community hub, by their definition, would not be something that the Library could become as what they list is too disparate (health)
- If the province would leverage its buying power in order to purchase digital resources (software, hardware, eBooks, eResources, etc.) it would be a great benefit to libraries
- Tying funding to Accreditation would be detrimental to smaller libraries

i. Next Meeting Date

The next policy meeting will be Wednesday, November 8th at 4pm in the Shaw Community Hub

The next Board meeting will be Wednesday, November 15th, 2017 at 3:30pm in the Shaw Community Hub

6. Information Items

a. Strategic Planning Meeting Package

The package was distributed for the meeting which will be taking place on October 26th at 9am.

7. Adjournment – 5:35pm

The motion excusing Ken Perry for his third absence was tabled until the next meeting.

MOTION#2017-58: Robin D. moved that this meeting of the Library Board be now closed.
Seconded by Kerry Z. **Carried.**