

**Fort Frances Public Library and Technology Centre
Board Minutes
March 21st, 2018**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, March 21st, 2018 at 3:30 P.M. in the Shaw Community Hub

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

Staff: CEO/Secretary-Treasurer - Caroline Goulding

Absent: Ken Perry, Manager Community Services – Jason Kabel

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

2. Call for Non-Agenda Items

5.e. Policy Discussion

Information Item: Shooniyaa Wa-Biitong Grant

MOTION#2018-19: Robert S. moved to accept the agenda of March 21st, 2018 as amended. Seconded by Sheri D.

Carried.

3. Minutes of the Meeting

MOTION#2018-20: Sheri D. moved to accept the minutes of February 21st, 2018. Seconded by Robert S.

Carried.

4. Business Arising from Minutes

- The police have begun doing focused patrols and staff report positive results
- The Board Chair sent a thank you letter to the Friends
- Caroline G. contacted both the Tourism Information Centre and the Chamber of Commerce to have information regarding library services for tourists distributed.
- A strategic planning meeting was held March 14th and the SWOT/PEST analysis was reviewed
- A gift certificate to Hammond's Landscaping was purchased in honour of a staff member's retirement

5. Items for Action/Discussion

a. Library Finance Discussion

1. Library Financial Statement – January - December 2017

- The Finance department is reviewing entries and there is a change to the P/T Salaries and Wages line, increasing it to \$69,908.58.
- A contribution was made from operating to cover the capital purchase of the lights as the Library was going to be under budget

- Once the contribution and Friends donations are accounted for the budget will be over by \$482.
- Caroline G. will be investigating the Memberships line

MOTION#2018-21: Robert S. moved to accept the financial report with investigation from January – December 2017. Seconded by Kerry Z.

Carried.

2. Library Financial Statement – January 2018

MOTION#2018-22: Kerry Z. moved to accept the financial report from February 2018. Seconded by Robert S.

Carried.

b. CEO Report

i. Circulation

Physical circulation was less in February 2018 compared to 2017. The paperback and new materials collections will be moved to increase circulation and the passive surveillance of the non-fiction section.

ii. Programming

March Break programs were incredibly successful and included two partnership programs with the Sportsplex. The film *Colonization Road* was shown in partnership with the Rainy River District Right Relations Circle. The film and discussion afterwards were well attended.

iii. Incidents

There were seven reported incidents in February, aggregate information regarding them was shared. A Library tablet was stolen in March, however staff were able to identify the thief using the surveillance cameras and it was recovered by police.

iv. Library Focus Group Discussion

The Southern Ontario Library Service hosted a discussion on Library leadership in Toronto and Caroline G. was asked to attend. SOLS covered the costs of her attendance. Topics discussed included leadership trends, how to encourage library staff to step into leadership roles, and how to identify leadership potential.

v. Diversity Committee

Caroline G. is now a Co-Chair of this committee.

c. Strategic Plan Update

i. Vision Statement

Board members should send initial vision statement drafts and key words to Caroline G. The strategic planning committee will meet on April 4th at 4pm to draft a final statement.

ii. **Next in-person visit**

The Board discussed possible visit dates for the next in-person session with Steven Kraus and Tuesday, June 5th was decided upon. The next Skype session will be on Wednesday, April 11th at 4pm.

d. **Accreditation Update**

- Caroline G. has reached out to Confederation College for their respect and acknowledgement statement as a reference
- Trillium policies have not yet been updated with the new policy statements
- Care will be taken to draft an appropriate statement
- Discussion was had surrounding the guideline

e. **Policy Discussion**

- Library staff are concerned that Shaw room sometimes requiring clean up that should have been done per rental agreement by the renters, ie food waste, paper and other meeting supplies being left on tables. Plan: Provide basic cleaning supplies in Shaw room such as broom and cloths for wiping tables, review Shaw room rental policy & surcharge fees at next meeting.

f. **Next Meeting Date**

The Board will meet on Wednesday, April 4th at 4pm to discuss a new Vision Statement

The Board will meet on Wednesday, April 11th at 4pm for a Strategic Planning meeting

The next Board meeting will be Wednesday, April 18th, 2017 at 3:30pm in the Shaw Community Hub

6. Information Items

a. **Shooniyaa Wa-Biitong Grant**

The Library will be receiving a grant for a summer student through Shooniyaa Waa-Biitong's Career Experience Match program

7. Adjournment – 4:53pm

MOTION#2018-23: Sheri D. moved that this meeting of the Library Board be now closed.
Seconded by Robert S. **Carried.**