

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

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

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

Staff: CEO/Secretary-Treasurer - Caroline Goulding

Regrets: June Caul

Absent: Jason Kabel, Manager of Community Services

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

MOTION#2018-65: Robert S. moved to accept the agenda of November 21st, 2018 as amended. Seconded by Kerry Z. **Carried.**

3. **Minutes of the Meeting**

MOTION#2018-66: Kerry Z. moved to accept the minutes of October 17th, 2018. Seconded by Robert S. **Carried.**

4. **Business Arising from Minutes** – There was no business arising from the minutes.

5. **Items for Action/Discussion**

- a. **Library Finance Discussion**

1. **Library Financial Statement – October 2018**

- Alberton is only billed once a year. No funding announcements have been made regarding the 2019 PLOG

MOTION#2018-67: Robert S. moved to accept the financial report of October 2018. Seconded by Kerry Z. **Carried.**

2. **2019 Budget: User Fees**

MOTION#2018-68: Kerry Z. moved to adopt the 2019 User Fees as presented. **Carried.**

b. CEO Report

- i. **Circulation**

Physical circulation was higher in October than in September but was still lower than October of last year.
- ii. **Programming**

The Toddler Hangout pilot has been going well. One of the student's is piloting a "Nerd Night" program. The second Story Time session pilot on Tuesday mornings has begun. Trunk or Treat was a massive success again this year. It was suggested that participants in the yoga program sign a waiver.
- iii. **Incidents**

There were four reported incidents over the month of October, aggregate information regarding them was shared. The Board directed the CEO to inform staff that they have the support of the Board and to ask if the staff would like more to be done. The need to try and prevent incidents before they happen was discussed.
- iv. **Fibre Installation**

Fibre has been installed outside and there is a run into the building, they still need to run the cable into the server room.
- v. **NCDS Grant**

The Library received a grant for additional hours for one of the students that will last until mid-February.
- vi. **Asset Management Planning for Municipal Infrastructure**

The next phase of this regulation will also include Library-owned assets. Caroline G. has reached out to Town Administration and requested to be a part of the process when the next phase begins.
- vii. **Marketing Plan**

The Library Staff have begun to use a short version of a marketing plan. This is to grow accustomed to regularly posting content in preparation for launching a larger plan. Staff currently post templates of new additions to the collection to Facebook and our interior signage. The Board suggested content also be posted to Instagram.
- viii. **NovelList Select and LibraryAware**

Two changes were made to Digital Collections purchases for 2019, one was the change to NovelList Select. This service integrates with

our catalog to make reader's advisory suggestions whenever a patron searches for a book. LibraryAware is a marketing service also integrated with the catalog. It will save staff time creating, maintaining, and advertising book displays and recommended reads.

ix. **Smoke-Free Ontario Act, 2017**

This Act went into effect July 1, 2018. A new municipal By-law is in the works. No smoking is allowed within 20 meters of library grounds now.

x. **Gift Membership and Donation Books Advertising Campaign**

Using the remaining advertising dollars in the budget, the Library is advertising the purchase of donation books and memberships as Christmas gifts.

c. **Strategic Plan Update**

i. **November Draft – Long Form**

A few additional grammatical changes were made to the long form.

ii. **November Draft – Short Form**

MOTION#2018-69: Kerry Z. moved that the FFPLB adopt the 2019-2023 Strategic Plan as amended. Seconded by Sheri D. **Carried.**

iii. **Cost to professionally print**

MOTION#2018-70: Sheri D. moved that the FFPLB have the 2019-2023 Strategic Plan professionally print by the Fort Frances Times at a rate of \$210 plus applicable taxes for 100 copies. Seconded by Kerry Z. **Carried.**

d. **Accreditation Update**

The shelving in the children's library has been reorganized in order to make the collection arrangement more logical for users.

e. **Policy Update**

MOTION#2018-71: Kerry Z. moved that policies HR-01, HR-02, HR-03, and OP-05 be blocked. Seconded by Sheri D. **Carried.**

MOTION#2018-72: Sheri D. moved that policies HR-01, HR-02, HR-03, and OP-05 be adopted for a one year period. Seconded by Kerry Z. **Carried.**

f. Next Meeting Date

The Board suggested a next meeting date of Wednesday, December 12th at 3:30pm in the Shaw Community Hub

6. Information Items

a. Board Application Packages

Board application packages have been filled in and submitted.

b. Friends of the Library September Meeting Minutes

The Friends' minutes were distributed.

c. Virtual Reality

At the beginning of the meeting the Board received a technology presentation from the IT Coordinator on the use of the Library's VR technology.

d. Plaques from Old Library

The concern was that these important library history pieces would be lost. Caroline G. reached out to the Clinic Office Manger, who will speak to the Executive Director about the Library taking the plaques. This should not be an issue, and the Library will likely just need to send someone to collect them.

7. Adjournment – 5:18pm

The Board Chair thanked the Board for their committed service over the past four years and commended them on all they were able to accomplish for the community. The Board in turn thanked the Chair for his leadership.

MOTION#2018-73: Kerry Z. moved that this meeting of the Library Board be now closed.
Seconded by Sheri D. **Carried.**