

Fort Frances Public Library and Technology Centre
Board Minutes
December 12th, 2018

The meeting of the Fort Frances Public Library Board was held on Wednesday, December 12th, 2018 at 3:30 P.M. in the Shaw Community Hub

Board members in attendance: Andrew Hallikas, Sheri De Gagné, Robin Dennis, Kerry Zucchiatti, Michael Behan

Staff: CEO/Secretary-Treasurer - Caroline Goulding

Regrets: Gord McBride, Robert Schulz, Jason Kabel, Manager of Community Services

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

2. Elections

MOTION#2018-74: Andrew H. moved that the FFPLB elect Robin Dennis as Chair.
Seconded by Sheri D. **Carried.**

MOTION#2018-75: Andrew H. moved that the FFPLB elect Robert Schulz as Vice Chair.
Seconded by Kerry Z. **Carried.**

MOTION#2018-76: Andrew H. moved that the FFPLB appoint Caroline Goulding as Secretary/Treasurer. Seconded by Kerry Z. **Carried.**

3. Call for Non-Agenda Items

MOTION#2018-77: Andrew H. moved to accept the agenda of December 12th, 2018.
Seconded by Kerry Z. **Carried.**

4. Minutes of the Meeting

MOTION#2018-78: Andrew H. moved to accept the minutes of November 21st, 2018 as amended. Seconded by Kerry Z. **Carried.**

5. Business Arising from Minutes

5.c.iii. The short-form of the Strategic Plan has been printed. There will be a formal launch of the strategic plan in the new year.

7.c. The Virtual Reality googles have launched. Staff are trained to facilitate people using the technology and many people have taken advantage of this service already.

7.d. The plaques have been collected from the old library. Discussion of what to do with the plaques will be included as an agenda item at a later meeting.

6. Items for Action/Discussion

a. Library Finance Discussion

1. Library Financial Statement – November 2018

- The Library's financial statement was reviewed
- It was requested that "New Library" be changed and "Cassettes" removed from the line descriptions.

MOTION#2018-79: Andrew H. moved to accept the financial report of November 2018. Seconded by Kerry Z. **Carried.**

2. 2019 Budget

- The draft version of the 2019 Library Budget was reviewed line by line.
- The Rainy River District Library Cooperative is a partnership between the Atikokan, Emo, and Fort Frances libraries as well as the three school boards. It ensures every student in the district has a public library card and access to eBooks.
- The upcoming partnership with Science North was reviewed, the partnership will see the Library host part of a Science North exhibit on a rotating basis.
- Caroline G. will add the GST exempt descriptor to next year's budget as it appears in the financial statement.
- A discussion took place regarding how the Library's funding compares to other libraries. The Library's budget accounts for less than 2% of the Town's overall budget. We are the sixth busiest library in Northern Ontario.

MOTION#2018-80: Sheri D. moved that the FFPLB approve the budget estimate as presented. Seconded by Michael B. **Carried.**

b. CEO Report

i. Circulation

Physical circulation was higher in November than in October and higher than November of last year. Caroline G. did a presentation to librarians during the RRDSB's recent PD day. During the talk she discussed the Cooperative and how to access the eBooks among other topics. She has received two follow up phone calls from librarians since.

ii. **Programming**

The Christmas Party was a massive success with 250-300 in attendance. Nerd Night has proven popular, particularly for a pilot program. The Christmas wind-down of programs is starting, the Library usually offers no programs over the Christmas week and then offers programs the first week of January. The Orchestra will be performing a Christmas concert again this year and all Board members are welcome.

iii. **Incidents**

There were five reported incidents over the month of November, aggregate information regarding them was shared. The message from the Board was shared at the last staff meeting and good discussion arose from it.

iv. **Bridge Toolkit**

The Bridge Toolkit has been developed in partnership between the Toronto Public Library and Nordicity. It's a toolkit designed to demonstrate the impact technology services in libraries have on bridging the digital divide. The Library was asked to be one of the northern beta testers. Caroline G. met with the project lead from TPL and we have agreed to join the cohort of northern beta testers.

v. **Teen Computer Area**

Based on a discussion at the last staff meeting, staff decided to increase the number of computers in the teen area. The shelf with the teen graphic novels has been moved next to the adult graphic novels. There are now eight computers in the teen area. This was due to the arguments over computers once Roblox was blocked on the children's computers.

vi. **Library Services Centre Vendor Agreement**

Caroline G. negotiated a new vendor agreement. The Library will be able to purchase all of its collection materials (audiobooks, DVDs, CDs, Video Games, and books) at a 41% discount with free shipping.

c. **Accreditation Update**

The changes that have been occurring continue to reflect identified community need. The Board had a discussion about what Accreditation is and its value. Accreditation ensures that the Library is following best practices and that our community is receiving as high a calibre of library service they possibly could be.

Additionally, it is likely the province will adopt some of these guidelines as qualifications for funding in the future.

d. Policy Update

There are very few policies to review in 2019, however come 2020 there will be a large number up for review. It is suggested that the Board begin pre-emptively reviewing its policies in 2019 to reduce the policy load in 2020.

e. Date for Board Orientation

The Board Orientation will be on Sunday, January 20th at from 10am-2pm.

f. Time of Board Meetings

The Board will continue to meet the third Wednesday of each month at 3:30pm. Meetings will be held in the Shaw Room unless it is booked, when they would then be held in the 52 Canadians meeting room.

g. Next Meeting Date

The next meeting of the Library Board will be on Wednesday, January 16th at 3:30pm in the Shaw Community Hub.

7. Information Items

a. Young Canada Works Grant

This grant has been submitted.

b. Electrical Safety Authority

The Library received its yearly inspection and there were no identified issues. The inspector was gracious enough to advise us on the planned switch of the makerspace and computer lab.

c. November Friends Meeting Minutes

The minutes were distributed within the meeting package.

8. Adjournment – 5:30pm

MOTION#2018-81: Michael B. moved that the December 12, 2018 meeting of the FFPLB be now closed. Seconded by Sheri D. **Carried.**