

**Fort Frances Public Library and Technology Centre**  
**Board Minutes**  
**March 20<sup>th</sup>, 2019**

The meeting of the Fort Frances Public Library Board was held in the Library on  
Wednesday, March 20<sup>th</sup>, 2019 at 3:30 P.M. in the Shaw Community Hub

**Board members in attendance:** Robert Schulz, Andrew Hallikas, Robin Dennis (FaceTime), Kerry Zucchiatti, Sheri De Gagné, Mike Behan, Gord McBride

**Guests:** Mayor – June Caul

**Staff:** CEO/Secretary-Treasurer - Caroline Goulding

**Absent:** Manager Community Services – Jason Kabel

1. **Declaration of Conflict of Interest** - There were no conflicts of interest.
2. **Call for Non-Agenda Items** – None.

MOTION#2019-15: Mike B. moved to accept the agenda of March 20<sup>th</sup>, 2019. Seconded by Sheri D **Carried.**

3. **Minutes of the Meeting**

MOTION#2019-16: Gord M. moved to accept the minutes of February 20<sup>th</sup>, 2019 as amended. Seconded by Mike B. **Carried.**

4. **Business Arising from Minutes**

- 4.3. The Vice-Chair and CEO made a presentation to Town Council regarding the Library's SROI report on February 25, 2019. Council asked excellent questions and gave positive feedback. Board member and Councillor Andrew H. spoke in response as well.
- 5.d. There has been no further movement on the draft resolution
- 5.f. The changes to the policies were made promptly and Jeremy H. was thanked by the Board for his promptness in updating them.
- 6.a. The Chair was able to receive the filled in feedback from Board members
- 6.f. The Friends of the Museum at their recent meeting offered their thanks to the Friends of the Library for their participation in SnOasis.

5. **Items for Action/Discussion**

a. **Library Finance Discussion**

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

- We are still showing slightly over budget this was due to an unexpected natural gas bill as well as the application outstanding invoices from SOCAN from 2015 and 2016 to the 2018 budget. MOTION#2019-17: Mike B. moved to accept the financial report of December 2018. Seconded by Sheri D. **Carried.**

## **2. Library Financial Statement – February 2019**

- The donation deposit issue is being corrected. Staff are also going to be submitting two deposit envelopes going forward
- There is some concern that the budget lines associated with the maintenance person will go over, this is in keeping with what other town departments are experiencing given the amount of necessary work that has been discovered. The maintenance person has done a fantastic job of trying to get the Library's building maintenance on track.
- Repairs and maintenance is showing a negative balance, which was for the lighting rebate. The negative balance will not persist
- An unbudgeted amount is showing in the capital statement for surveillance cameras. This was work, which was supposed to take place in 2018.

MOTION#2019-18: Gord M. moved to accept the financial report of February 2019. Seconded by Mike B. **Carried**

## **3. 2018 PLOG**

This issue should be nearly resolved. The final outcome was that the 2018 PLOG amount needed to be returned to the Ministry of Culture, Tourism, and Sport, who then re-returned the amount back to the Library Board. The Ministry assures us that this issue has been corrected. Dawn G. was very helpful throughout this process.

### **b. CEO Report**

#### **i. Circulation**

Circulation was higher in February of this year than February of last year, continuing the trend from the three prior months. Much of the circulation growth has occurred in children's materials.

#### **ii. Programming**

The Library had a very successful March Break with higher than average attendance. The Library is partnering with the Chamber of Commerce for their upcoming EXPO, we will be running the children's activities. We are also partnering with a number of organizations on a health and wellness program centred around Canada's food guide.

This partnership has included the curation of a display of library books by local dieticians and is in keeping with the goals of the strategic plan.

iii. **Incidents**

There was one incident in February. Aggregate statistics about it were shared. There was an incident of concern in March. Staff were able to handle the event in a professional and quick manner. Reviewing first aid procedures is a regular part of staff meetings, it was suggested scenarios also be practiced in order to build staff confidence in what to do in those situations.

c. **Accreditation Update**

- Caroline G. has started work on the programming plan. It will include a list of programs the Library currently offers or has offered in the past as well as the many community assets and partnerships that the Library benefits from in its programs. It will be an excellent communication tool for new staff.
- The shift of the adult collections has been implemented.

d. **Strategic Plan Update**

- Staff have begun receiving regular emails regarding professional development opportunities through the Ontario Library Association and the Education Institute
- Caroline G. has started working with the youth centre community on developing the library as Youth Hub, similar to what has been implemented at the Toronto Public Library
- Through the Library's involvement with the Substance Abuse Prevention Team, we are helping run a cannabis education event. This is in keeping with the harm reduction goals. Caroline G. is going to be approaching the Friends of the Library regarding making a Moffat fund application.

e. **Municipal Code of Conduct and Integrity Commissioner**

- Codes of Conducts and the appointment of an integrity commissioner are now requirements for Municipal Councils and many local service boards. They are not a legislated requirement for Public Library Boards
- The Code of Conduct includes items regarding how board members carry themselves in their role
- While they are not a requirement, they are a best practice
- There is some concern regarding the cost of an integrity commissioner and frivolous complaints

- Caroline G. will include the Fort Frances Code of Conduct as a draft in a future agenda package and speak to the Town Clerk regarding whether or not the Board would need to appoint its own integrity commissioner or if the Board would be able to access the Town's.

**f. Policy Update**

- In keeping with the policy review schedule, two policies were reviewed and edited.

MOTION#2019-19: Kerry Z. moved to approve changes to policy FN-01: Mission Statement and OP-16: Volunteer for a four year time review period. Seconded by Gord M. **Carried.**

**g. Next Meeting Date**

The next Board meeting will be Wednesday, April 17<sup>th</sup>, 2019 at 3:30pm in the Shaw Community Hub

**6. Information Items**

**a. Friends of the Library January Minutes**

The Friends are still interested in financing the construction of a storage building.

**b. AODA Board Training**

The Board decided to complete the training individually. Caroline G. will email Board members a link to the training, for which they will receive a certificate.

**7. Adjournment**

Mayor, June Caul was thanked for her attendance at the meeting.

MOTION#2019-20: Mike B. moved to close the meeting of the Fort Frances Public Library Board at 4:35 pm. Seconded by Sheri D. **Carried.**