

**Fort Frances Public Library Technology Centre
Board Minutes
Wednesday, September 18th 2019**

The meeting of the Fort Frances Public Library Board was held in the Shaw Community Hub on
Wednesday, September 18th, 2019 at 3:30 p.m.

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

Staff: Interim CEO – Nadine Cousineau, Manager of Community Services – Jason Kabel

Call to order: 3:31pm

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

Item 5.c. ii. Gas line inspection

Item 5.n. Smart Board replacement in Shaw Community Hub.

-a moment was taken to thank Nadine and the staff of FFPLTC for their hard work in getting through the summer.

Note: there was no motion passed to accept agenda.

3. **Minutes of Meeting**

MOTION#2019-63: Andrew H. moved to accept the minutes of June 19, 2019 and July 12, 2019, as amended. Seconded by Robert S. **Carried.**

MOTION#2019-64: Kerry Z. moved to accept the minutes of September 4, 2019, as amended. Seconded by Michael B. **Carried.**

MOTION#2019-65: Robert S. moved to accept the minutes of the in-camera meetings of July 12, 2019 and September 4, 2019, as amended. Seconded by Andrew H. **Carried.**

4. **Business Arising from Minutes**

In-Camera:

MOTION#2019-66: Sheri D. moved that Fort Frances Public Library Board move in-camera at 3:40 p.m. to discuss matters about an identifiable individual. Seconded by Gord M. **Carried.**

4.1 Discussion of an identifiable individual, including Board employees – Moving allowance of CEO.

The Board moved out of camera at 3:45 p.m.

5. Items for Action/Discussion

a. Library Finance Discussion

i. Library Financial Statement – August 2019

- Concern was expressed regarding revenue shortfall. It was noted that revenue is usually low until the end of the year.
- Expenditures are low as well, this is largely due to a decrease in staff wages.
- Power budget over – some summer months were more expensive than the winter months due to air conditioning costs. However, a rebate usually comes later in the year.
- Paying a one-time up-front charge for the Library's own meter was discussed – right now we are on the Arena's meter. The arena is a G1 user, the library may be as well. Jason K. will investigate.
- There is large grant of \$19 000 that usually comes in November that will go towards revenue.

MOTION#2019-68: Robert S. moved to accept the financial report of August 2019. Seconded by Sheri D. **Carried.**

ii. Staff Compensation for extra tasks

- In the July 12, 2019 meeting increased remuneration was discussed for staff members taking on extra responsibilities as support personnel to the interim CEO.
- This will be referred to the Town of Fort Frances Responsibility Allowance Policy. It was decided to wait until the new CEO arrives to start that process.

MOTION#2019-69: Andrew H. moved that the Fort Frances Public Library Board recommend pursuing extra compensation for added responsibilities for Carolyn Stang and Samantha Manty. Will hold for new CEO to submit on our behalf. Seconded by Michael B. **Carried.**

b. Staffing

- Joan MacLean has been selected as the successful candidate for the CEO position at Fort Frances Public Library Technology Centre.
- Joan will start towards the end of September.
- Nadine should be kept on extra compensation for the first few weeks of Joan's employment for the transition.
- Jeremy Gruttner has been hired for the IT Coordinator position, who has been on staff for about a month now and things are going very well.
- Fiona Gallagher started as the Public Services Clerk on September 9th.
- Two on-call casual staff have been hired, Penny Shumaker and Andrea Avis.
- A press release should be put out identifying new staff. Robin and Nadine will draft a press release for the Fort Frances Times and the West End Weekly.

c. Maintenance Issues

i. AC fan

– In late July a part needed to be replaced in the unit in the mechanical room next to the study rooms. It was repaired within a week.

ii. Gas Line Inspection

- In August the Library received a very large gas bill of over \$2000, covering a period from March 2019 to August 2019.
- It is suspected that this is a mistake on Enbridge's end as this bill is higher than the Library has been charged historically for periods of an entire year. However, Carolyn Stang has called twice and the only explanation given is that the meter readings had been underestimated for the time period on this bill.
- Enbridge has suggested the Library has its gas lines inspected to ensure there are no leaks. They have waived any interest charges on the bill until mid-October.

- Course of action discussed:
 - Taking our own meter readings every month.
 - Have Carolyn Stang follow up with Enbridge again and on a regular basis, and request an extension for the deadline of the bill.
 - Request that Enbridge inspect our meter to ensure it's working properly before a gas line inspection is pursued.
 - Get a quote for a gas line inspection.
 - Compare this bill with previous bills from that time period to look for inconsistencies.

d. Storage Shed

- Andrew H. and Michael B. did a walk around the Library property with Travis Rob to look for possible locations for the storage shed.
- The best possible locations appear to be in the parking lot, with the best spot being next to the arena. This location will not interfere with buried utilities and can easily tie into the utilities.
- One concern is the issue of the loss of parking spaces. There are 105 spaces in the library parking lot, 37 of which are the Library's and the remaining 68 are the Arena's. There is required space for parking lots in relation to the size of the building. The question is which facility will lose the space? The shed will require 2 parking spaces.
- Discussion will continue once there is more information.

e. Ontario Public Library Week October 20 – 26

- It was suggested a social event be planned during OPLW to introduce our new CEO to the community. Possibly Tuesday 22nd, or Wednesday 23rd. We could also try to coordinate with Science North to launch the new Makerspace/THINK Hub.
- Minister Greg Rickford should be invited, as well as Caroline Goulding.
- Other events being planned for OPLW include a volunteer appreciation event, book related events such as the Evergreen Award announcement, and children's events.

f. Board Training

- Emo Public Library – October 5th 10:00 a.m.
- Everyone is signed up, a carpool could be coordinated. Training should wrap up around 2:30 p.m.

g. Accreditation Update

- Fort Frances Public Library Technology Centre has achieved accreditation.
- The letter from the Monitoring and Accreditation Council has been laminated, there is a sticker on the front door of the Library, and an award will be received in February at Superconference in Toronto.

h. Policy Review

- Policies HR-01, 02, 03 will be reviewed at October meeting.

i. Trunk or Treat

- Samantha has taken over Caroline's position on the Trunk or Treat Committee. There is a planning meeting tomorrow, September 20th, 2019.
- A cheque is coming from Safe Communities to be put towards Trunk or Treat 2019.

j. FFPLTC Boilerplate

- A boilerplate was requested from Science North for advertising purposes in the launch of the THINK Hub, which was drafted by Samantha.
- It was requested that "accredited" be added to the boilerplate.
- The amended boilerplate reads:

"The FFPLTC is an accredited public library serving Fort Frances and the Rainy River District, with over 50 thousand books, movies, and other items to borrow and over 100 thousand items available to download online. Our mission is to provide evolving and superior library services in a safe and welcoming space for all."

k. CBC Morning Show – September 26th

- Jeff Walters was scheduled to visit FFPLTC to record an episode of the CBC Morning Show. However the visit has been rescheduled to some time during the week of October 7th.

l. ASTC Conference

- Proposed funding from Science North has come through. They are sending one representative from our Library to attend the ASTC Conference this month.
- Science North will cover conference fees and hotel costs.
- Jeremy Gruttner is attending the conference.

m. Incidents

- There has been one minor incident since July, with the exception of a phone call to the OPP today regarding an altercation in the computer lab. Details regarding these incidents were shared.

n. Smart Board Replacement

- A letter was received from Jeremy H. proposing a reallocation of funds for IT to replace the Smart Board in the Shaw Community Hub. He suggested replacing the touch screen with two new televisions. The cost of two televisions is less than the price for a single touch screen and the quality is much better. A quote from Sight and Sound was included.

- The Board is in favour of going ahead with the purchase.

- Purchasing iPads for Board members who don't already have one was also discussed. The iPads would be for Board related business, and would reduce the cost/time of paperwork and increase email security. There is money available in the IT account for this. It was suggested to wait for the new CEO to go forward with this.

o. Next Meeting Date

– The next regular Board meeting will be October 16th, 2019 @ 3:30 p.m. in the Shaw Community Hub.

6. Information Items

a. Letter from OPP

- Robin received a letter from the OPP in June acknowledging a thank you letter sent from the Board.

b. Policy List

- Robert has compiled an itemized list of policies with renewal dates.

c. Technology Plan

- Jeremy Hughes has written a Technology Plan as part of the Library's Strategic Plan.

7. Adjournment: 4:55 p.m.