

Fort Frances Public Library and Technology Centre
Board Minutes
June 19th, 2019

The meeting of the Fort Frances Public Library Board was held in the 52 Canadians Meeting room on Wednesday, June 19th, 2019 at 3:30 P.M.

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

Staff: CEO/Secretary-Treasurer - Caroline Goulding, Manager Community Services – Jason Kabel , ToFF HR Coordinator – Jordan Forbes

Regrets: Gord McBride

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

Item 6.b. ILS Options

Item 6.c. Board Training

MOTION#2019-43: Kerry Z. moved to accept the agenda of June 20th, 2019 as amended.
Seconded by Mike B. **Carried.**

3. **Minutes of the Meeting**

It was suggested that going forward the name of the policy be included with the policy number

MOTION#2019-44: Mike B. moved to accept the minutes of May 22nd, 2019 as amended.
Seconded by Robert S. **Carried.**

MOTION#2019-45: Robert S. moved to accept the minutes of the in-camera meeting from May 22nd, 2019. Seconded by Andrew H. **Carried.**

4. **Business Arising from Minutes**

- Councillor Hallikas will assist the Chair with the creation of a letter to be sent to local media, Minister Rickford, and Minister Tibollo (Culture, Tourism, and Sport)
- The Manager of Public Works, Travis Rob, met with the Chair, Caroline G., and Jason K. to discuss the feasibility of a Library shed. There are a couple places a shed could fit and Travis R. will be sending Public Works staff to take measurements. The two Councillors will be kept informed regarding progress.
- Progress is being made towards the shifting of the Makerspace and Computer Lab areas

- Science North has moved up their installation date to mid-Summer. They have also applied to a grant that would see the all costs except travel be covered for one of the Library's staff members to attend the annual Association of Science and Technology Centre's conference.
- A letter was drafted and sent to the OPP detachment commander and Police Services Board Chair, John McTaggart. The text of the letter was read aloud.

5. Items for Action/Discussion

a. CEO Hiring Process (Guest – Jordan Forbes, ToFF HR Coordinator)

- The position has been advertised in the Times, the Northern and Southern Library listservs, and various library job sites (BC Library Association, U of T, INALJ.com, and MLIS alumna listservs for Western, McGill, and Alberta).
- A number of applications have already been received. Jordan F. is receiving them to pass along to the Chair
- The Board discussed importance of the Library CEO having a MLIS and that its importance should be weighted during the interview process and reflected as a requirement in the job description.
- Jordan F. is able to support the process however the Board wishes include helping developing a screening matrix and participating in interviews.
- Responsibility allowances and an interim CEO were discussed. There is a Town policy that can be used when determining what the responsibility allowance should be
- A hiring committee consisting of the Chair – Robin Dennis, Vice-Chair – Robert Schulz, Councillor Hallikas, Jordan F., and Jason K. was formed.
- Jordan F. advised that the Board should determine what they see as priorities for qualifications and skills to have in order to properly score the candidates.
- The old interview questions will be reviewed. It was suggested that an interview question around Code of Conduct enforcement and patron discipline be added.
- Jordan F. departed the meeting

b. Library Finance Discussion

1. Library Financial Statement – May 2019

- Concerns about revenue shortfall were discussed. Caroline G. is confident that the Library will meet revenue targets by the end of the year.
- Repair line should begin increasing as a boiler malfunctioned.
- The Town is showing a different capital budget to what the Board submitted. Caroline G. has followed up with Dawn Galusha, the Town Treasurer, who is looking into it.

MOTION#2019-46: Mike B. moved to accept the financial report of May 2019. Seconded by Kerry Z. **Carried.**

c. CEO Report

i. Circulation

Circulation was higher in May of this year than May of last year by 8%. Over the first 5 months of the year circulation is 7% higher on average.

ii. Programming

New ukulele sessions are continuing to be offered, including a senior's session. Final class visits are taking place for the year. The Summer Learning Program Coordinator has started and the program will launch on July 2. The Teddy Bear Picnic will be on July 19.

iii. Incidents

There were seven incidents in April. Aggregate statistics about them were shared. Two incidents of concern from June were shared with the Board. The staff continue to feel empowered by the policies and procedures that have been put into place. A training session with Canadian Mental Health Association has been planned.

iv. Budget 2020 and Beyond

Caroline G. has creating and is adjusting a preliminary budget for the new CEO. Municipalities are being asked to find 4% of savings in the next budget year, it is likely that the Library will need to cut expenses.

PLOG funding was maintained this year, but there is no guarantee that the funding will remain the same next year, there is also no guarantee that the OLSes will not receive further cuts.

There has been some talk regarding concerns about the long-term existence of the Public Libraries Act.

Caroline G. and two other librarians have been following up with Minister Rickford regarding cuts to our sector and the local impact.

The Board should be prepared for ongoing advocacy efforts.

v. Staff Communication

Staff requested policy changes which were included within the meeting package.

vi. Staff Retirement and Re-organization

Andrea Avis' last day will be Friday, June 21st, Library staff are getting her a present for that day. We will be hosting a come and go tea on July 4th and it is suggested that a gift from the Board be presented to her then. The Board agreed to purchase a \$100 Go Local gift card.

d. Accreditation Update

- **Audit June 24**

- The audit has been scheduled for Monday, June 24th. Usually there are action items that result from the Audit, Caroline G. will update the Board post-audit about any tasks that need to be completed.

e. Strategic Plan Update

- The Marketing Plan was presented and Board members made suggestions regarding changes. Most notably, that guidelines about what types of partner events could be shared. It was decided to use the policy direction found in OP-06 Information Services and HR-10 Use of Technology.

MOTION#2019-47: Robert S. moved to adopt the Marketing Plan as amended. Seconded by Andrew H. **Carried.**

f. Policy Review

- The policies and suggested changes were reviewed.
- The Board decided to amalgamate the Child and Youth membership types and only allow adults to borrow video games, DVDs, and devices.

MOTION#2019-48: Kerry Z. moved to adopt GOV-11: Code of Conduct as amended. Seconded by Michael B. **Carried.**

MOTION#2019-49: Sheri D. moved to adopt changes to OP-02: Circulation regarding membership ages etc. Seconded by Robert S. **Carried.**

MOTION#2019-50: Michael B. moved to adopt changes to OP-13: Registration regarding membership types and change the revision date to 4 years. Seconded by Kerry Z. **Carried.**

g. Next Meeting Date

The next regular Board meeting will be Wednesday, September 18th, 2019 at 3:30pm in the Shaw Community Hub.

There will be special meetings over the summer regarding the CEO recruitment process.

There will be a farewell lunch for Caroline G. on Monday, July 8th at noon at the Library.

6. Information Items

a. NCDS Grant

The Library will be the recipient of two NCDS student grants over the summer.

b. ILS Options

IT Coordinator, Jeremy Hughes has prepared a proposal regarding changes to the ILS. He was thanked by the Board for his proactive approach.

c. Board Training

There will be a Board training session in Emo on Saturday, October 5th.

7. Adjournment : 5:21pm

MOTION#2019-51: Michael B. moved to adjourn the June 19th Library Board meeting.
Seconded by Andrew H.

Carried.