

September 2011

The September meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, September 28, 2011 at 3:00 p.m. In attendance were: Chair J. Cunningham, A. Georgeson, R. Wiedenhoeft, R. Schulz, S. Tibbs, A. Zucchiatti, Manager of Community Services, G. Bell and Secretary-Treasurer M. Sedgwick.

Guest: Mayor R. Avis and Clerk G. Treftlin

Absent: T. Drysdale

1. Guests Mayor Roy Avis and Clerk Glenn Treftlin attended the meeting as per the Library Board's request. The purpose of this meeting was to discuss Board concerns regarding issues of non-compliance in regard to the Public Libraries Act and policies of the Town of Fort Frances.

**Action: J. Cunningham and M. Sedgwick will present the first draft of a memorandum of understanding at the October meeting.**

**Action: M. Sedgwick will check to see if the Town Treasurer can be the Library Board's Treasurer.**

**Action: M. Sedgwick will ask Town Treasurer L. Witherspoon to verify the process of Library accounting.**

**Action: M. Sedgwick will bring forward Town policies on Procurement of Goods & Services, Workplace Violence and Workplace Harassment as they relate to the Library to the October Meeting.**

2. Conflict of Interest There were no declarations of conflict of interest at this time.

3. Minutes MOTION #70: R. Schulz moved to accept the minutes of the meeting of June 22, 2011 as amended. Seconded by A. Georgeson. Carried.

No action will be taken regarding changing the name to Fort Frances Public Library Technology Centre.

4. Board Development

J. Cunningham, R. Schulz, M. Sedgwick will attend the Meeting with Our Peers in Dryden on Saturday, October 29. A. Georgeson will confirm attendance.

**Action: J. Cunningham will contact the Dryden Public Library Board to see if the time can be changed.**

Ideas for Future Board Development include Partnerships and CEO Recruitment.

New Board members are encouraged to submit applications for OLBA's Superconference Bursary for attendance at the OLA convention February 1 – 4, 2012. The deadline for the \$1250 bursary is November 15.

5. Finances MOTION #71: A. Zucchiatti moved to accept the Financial reports for June, July & August 2011. Seconded by R. Wiedenhoeft. Carried.

6. Policies **Action: J. Cunningham and M. Sedgwick will prepare a policy on Performance Review of the CEO for presentation at the October meeting.**

Policies on Hiring the CEO and Staffing were deferred to a future meeting.

7. Security Checks MOTION #72: A. Georgeson moved to require criminal record checks for new employees. Seconded by R. Schulz. Carried.

MOTION #73: J. Cunningham moved to request security checks for all employees at the expense of the Board. Seconded by R. Wiedenhoeft.

A recorded vote was called:

R. Schulz	No
R. Wiedenhoeft	No
S. Tibbs	No
J. Cunningham	Yes
A. Georgeson	No
A. Zucchiatti	No

The motion was defeated.

8. Utilities Discussion took place on the electrical power rebate.

**Action: G. Bell will calculate the rebate for the new library for the October meeting.**

**Action: M. Sedgwick will report on gas and electrical consumption of the old vs new library at the October meeting.**

9. Strategic Plan Options for updating or creating a new Strategic Plan were discussed. The old Strategic Plan will be reviewed and revised for the next 9 months.

**M. Sedgwick and Staff will work on revising the current Strategic Plan for Board discussion as soon as possible.**

10. Building An estimate in the amount of \$12,245.20 on redirecting heat to the Librarian's office was received from Aurora Construction.

**Action: G. Bell will check with John Knox, Architect, regarding this quote.**

11. Information      The activity reports for June, July & August were received.  
  
Amended Bylaws were distributed.  
  
Correspondence to Mayor and Council re: meeting was received.  
  
New It Co-ordinator is Charlotte Anderson.  
  
A CAP grant (\$3793) for computer equipment/training has been approved.  
  
A CAP grant for staffing (480 hours) has been approved.  
  
Training on Workplace Violence and Harassment has been completed.
12. Next meeting    The next meeting will be held October 26 at 3 p.m.
13. Adjournment    MOTION #74: S. Tibbs moved to adjourn at 5:15 p.m.