

March 2012

The March meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, March 28, 2012 at 3:00 p.m. In attendance were: Chair J. Cunningham, A. Georgeson, S. Tibbs, R. Wiedenhoef, Manager of Community Services, G. Bell and Secretary-Treasurer M. Sedgwick.

Regrets: R. Schulz

The meeting commenced at 3:10 p.m. after unsuccessful attempt to communicate with A. Zucchiatti via Skype.

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

2. Non-agenda The following items were added to the agenda:
5 g. Easter Hours
5 h. Letter of Resignation

3. Minutes MOTION #16: A. Georgeson moved to accept the minutes of the meeting of February 29, 2012 as amended. Seconded by S. Tibbs. Carried.

The computers and security cameras have been purchased.
The March break videoconferences were successful.

4. Priorities The following priorities were identified for the next three months:

- Bank Account name change to comply with the Public Libraries Act
Action: M. Sedgwick will contact the Treasurer to change the name of the fundraising account to the Fort Frances Public Library and determine signing authorities for the April meeting.
- Reserve Account:
Action: G. Bell will bring a financial report on the status of the library's dedicated reserve account to the April meeting.
- Building Deficiencies:
Action: A committee consisting of G. Bell, J. Kabel, G. Matheson and M. Sedgwick will complete a walk about of the building to determine deficiencies.
- Organizational Chart:
Action: A committee consisting of J. Cunningham, G. Bell, J. Kabel and M. Sedgwick will develop a "Who does What" chart using the Mississauga document as a guide.
- Policies:

Action: M. Sedgwick will present Town of Fort Frances and Trillium sample hiring and personnel policies at the April meeting.

- Building for the Future outstanding pledges:
Action: M. Sedgwick will contact donors with non-automatic pledge withdrawals
- IT grant:
Action: M. Sedgwick will complete the final report for the IT grant in July. A copy will be sent to the Board.
- The Working with our Peers Networking meeting originally scheduled for the spring of 2012 will be deferred until fall.
Action: J. Cunningham will plan the Working with our Peers Networking meeting to be held in the fall of 2012.
- AODA Customer Service Training:
Action: M. Sedgwick will contact OLS-N for advice and assistance in meeting the legislative requirements under the AODA (Accessibility for Ontarians with Disabilities Act) regarding Customer Service Training for Library Board members.
- Memorandum of Understanding:
Action: The Library Board will formalize a Memorandum of Understanding with the Town of Fort Frances.

6. Hiring Committee The Hiring Committee reported that the CEO job description has been completed and the advertising is in place. The deadline for applications is April 30 after which candidates will be shortlisted and interviewed locally or via Skype, with secondary interviews to take place face-to-face. Predicted hiring date is early June for the position to commence on July 1, 2012.

7. Job Description MOTION #17: R. Wiedenhoef moved to approve the job description for the advertised position of CEO. Seconded by A. Georgeson.

A recorded vote was called:

J. Cunningham	Yes
A. Georgeson	Yes
S. Tibbs	No
R. Wiedenhoef	Yes

The motion was carried.

8. FOPL The Federation of Ontario Public Libraries Proposal to the Ministry of Tourism & Culture for Increasing the Provincial Operating Grant to Ontario Public Libraries was received. This document contains valuable information and will be a useful resource in the future.

9. Financial Report MOTION #18: S. Tibbs moved to accept the financial report for February 2012. Seconded by R. Wiedenhoeft. Carried.
10. Smartboard A quote to moved the Smartboard from the Computer lab was tabled.
Action: M. Sedgwick will investigate less expensive options to move the Smartboard.
11. Easter Hours MOTION #19: A. Georgeson moved to close the library on Easter Sunday, April 8, 2012. Seconded by R. Wiedenhoeft. Carried.
12. Resignation A letter of resignation from the Board was received from Peggy Loyie.
Action: M. Sedgwick will send a letter to Mrs. Loyie thanking her for her letter and interest.
13. Information: The following Information Items were received:
February Activity Report
Upcoming Programs: Orchestra concert April 1 at 2 p.m., Royal Botanical
Videoconference April 14 at 1 p.m.
Updated Policy Manuals were distributed.
14. Next Meeting The next meeting will be held on April 25 at 3 p.m.
15. Adjournment MOTION #15: R. Wiedenhoeft moved to adjourn at 4:45 p.m.