

Fort Frances Public Library Technology Centre – Board Minutes October 2012

The October meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, October 24, 2012 at 3:00 p.m. In attendance were: Chair J. Cunningham, A. Georgeson, R. Schulz, R. Wiedenhoeft, A. Zucchiatti, Manager of Community Services, J. Kabel, and Secretary-Treasurer A. Subnaik Kilgour.
Regrets: M. Cumming, and S. Tibbs

1. **Conflict of Interest.** There were no declarations of conflict of interest at this time.
2. **Non-agenda items.** The following items were added to the agenda:
 - a. 3c – A. Zucchiatti
 - b. 3d – M. Cumming
 - c. 5g – Super Conference
 - d. 5f – Membership
 - e. 5h – EI Sessions
 - f. 6c/d – Insert before the MOU

3. Minutes:

MOTION#55: A. Georgeson moved to accept the minutes as circulated, September 19, 2012. Seconded by A. Zucchiatti. Carried.

J. Cunningham presented A. Zucchiatti with an Award from the Ministry for his volunteer work. Congratulations Alan.

J. Cunningham indicated that 4 similar awards were distributed to Library Volunteers during Library Week at the Friends of the Library Tea.

A. Subnaik Kilgour distributed the awards and recognized the following individuals during Library Week at the Friend's Tea: Ruth Caldwell, Barb Marr, Betty McLeod and Ed McLeod.

MOTION#56: A. Zucchiatti moved to excuse M. Cumming from attending the October, November, and December Board Meeting. Seconded by R. Wiedenhoeft Carried.

4. Business Arising from Minutes.

J. Cunningham will locate an updated copy of By-law #5.

A. Subnaik Kilgour indicated that C. Ruppenstein will attend the November Staff Meeting to do some Health and Safety Training as well as training on the new Tracker System.

J. Cunningham distributed the “Cut to the Chase” document for review and discussion. Noted was the fact that the Board is required to have 10 Meetings per year.

5. Items for Action/Discussion:

J. Kabel discussed the proposed Smart Meter as well as the algorithm used to determine Library usage. There was discussion around the installation of the Smart Meter and the use of the algorithm.

J. Kabel will follow-up with the Power Corp. with respect to the algorithm and Library usage.

J. Kabel discussed the initial \$6000 training on infrastructure budget on the new building. There was some discussion about contacting the company with respect to our Training needs.

A. Subnaik Kilgour will follow-up with Peter McCart regarding training, the manual and possible options.

J. Kabel discussed heating in the Library and the 3 settings available and suggested a change in the aggressive #3 setting to a setting of #1.

There was discussion surrounding the number of repairs that need to be done throughout the Library. The Board discussed accessing the funds in the Library’s CIBC Account to pay for the repairs.

MOTION#57: R. Schulz moved to hire Ed Halverson, Contractor, to complete three building maintenance quotes totalling \$4289.48. Funds to be taken from CIBC Account. Seconded by R. Wiedenhoeft. Carried.

A. Subnaik Kilgour will contact Ed Halverson to complete the repairs to the Library.

J. Kabel and A. Subnaik Kilgour will speak to Gordie Galbraith about recommendations for the outside electrical outlet issue.

J. Cunningham informed the Board that she had met with Mayor Avis and CAO McCaig to discuss their letter regarding the CAP student. This opened up the lines of communication to facilitate discussion and understanding.

R. Wiedenhoeft mentioned the Sunshine Handbook and briefly discussed some procedure.

A. Subnaik Kilgour informed the Board that the new CAP Student has been hired. His name is Jeremy Hughes and he has signed a letter of employment, and completed all appropriate checks.

Discussion ensued around the Revised MOU. The following changes were noted:

- The delivery of IT Services from the Town. This will affect the maintenance of IT Services in-house and will require planning with respect to sustainability.
- In addition, there was an alteration in the revised MOU from the Town regarding their courtesy use of the Shaw Room Facilities. The Board will review the Shaw Room Policy at the November Board Meeting.

MOTION#58: R. Wiedenhoeft moved the Fort Frances Public Library Board accept the MOU as presented by the Town to the Board and authorize the Board Chair and CEO to sign on behalf of the Board. Seconded by R. Schulz. All were in favour. Carried.

There was discussion regarding the new format for the Finance Report.

MOTION#59: A. Zucchiatti moved to approve the Financial Report for October 2012 as distributed. Seconded by A. Georgeson. Carried.

The Board agreed to have a separate meeting to discuss the Library's 2013 Budget, to be held November 14, 2012 at 3:00 pm at the Library.

J. Cunningham encouraged Board Members to send their concerns and questions to A. Subnaik Kilgour by November 9th.

J. Cunningham also encouraged first-time Board Members to apply for the OLA Super Conference Bursary.

J. Cunningham suggested Board Members view the EI Webinar Session on Board Financial Literacy prior to the Budget Meeting.

MOTION#60: A. Zucchiatti moved to adjourn the meeting at 5:10 pm. Seconded by A. Georgeson. Carried.

Meeting adjourned at 5:10 pm.