

Fort Frances Public Library Technology Centre Board Minutes September 2014

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, September 17th 2014 at 3:30 P.M.

In attendance were: Joyce Cunningham, Arlene Georgeson, Robert Schulz, Andrew Hallikas, Alan Zucchiatti, Rick Wiedenhoeft, Manager of Community Services, Jason Kabel, Secretary-Treasurer Alicia Subnaik Kilgour

Regrets: Paul Pirie

Absent:

1. Conflict of Interest. There were no conflicts of interest.

2. Non-agenda items.

There following items were added to the Agenda:

- In-camera item: Personnel
- JASI
- 5 f) Action: Municipal Election
- Information Items:
 - Security system and damage

3. Minutes:

MOTION#158: Andrew H. moved to accept the minutes
May 28th 2014. Seconded by Robert S.

Carried.

4. Business Arising from Minutes.

Joyce C. informed the Board that the Policy Review was still in progress.

MOTION#159: Alan Z. moved to move in camera at 3:36 pm
(regarding a personnel issue). Seconded by Andrew H.

Carried.

The meeting moved out of In-Camera at 3:45 p.m.

5. Items E Action/Discussion:

A.) Strategic Plan:

i.) Update:

Alicia SK informed the Board that she had sent the results of the Strategic Planning Day to Steven at OLS North. Steven had replied with an email stating that the Board had done a great job and completed a great deal of work. He had some suggestions that Alicia SK. will pursue.

Alicia SK. said she planned to connect with Steven at the OLS North Conference.

B.) Library Finance Report:

The Board reviewed the Finance Reports. Alicia SK. noted the following:

- We achieved the budgeted \$10,200 in donations and that the recent large library donations had gone into the Library CIBC Board Account to be used for specific purchases.
- The Janitorial Contract line will be slightly over budget due to the Library moving to consistent hours.
- The repairs made to the floor and the electrical as a result of the computer “Refresh” are not reflected in this line. These expenses should be reflected next month.
- The following funds will have to be transferred from the Library CIBC Board Account for Events and activities (Friends of the Library \$2,500), for the Watt Collection (\$5000) and the Forest of Reading (\$5000).

The Board asked for clarification regarding the following:

- The “Cont from Reserve Fund” GL – Can this line be renamed to indicate, from which reserve the funds are withdrawn?
- Is the tax included on Non-Resident Fees?
- A number of accounts need to be renamed. This can be completed when the Board meets to discuss the Budget.

MOTION#160: Alan Z. moved that the Board request the following transfer of funds from the CIBC Library Board Account to the General Library Account: \$5000.00 for The Charles Watt Fiction Collection. \$5000.00 for the Forest of Reading Program, sponsored by the Friends of the Library and \$2500.00 for sponsorship from the Friends of the Library for Programs and Services. Seconded by Andrew H. **Carried.**

- Alicia will draft the memo to be signed by the Chair and Vice-Chair.

MOTION#161: Robert S. moved to accept the Financial Report of August 2014 as distributed. Seconded by Arlene G. **Carried**

C.) Library budget discussion:

There was Board consensus to holding a special budget meeting.

D.) Policy Update:

Alicia SK. suggest that a sub-committee of the Board be formed to review the policies. Alicia SK. indicated that notes have been placed in her policy binder for review by the committee.

A sub-committee of Joyce C. and Alan Z. was formed to review the policies.

E.) Action to solicit Board:

A discussion ensued regarding providing information about the Library to candidates running for office.

Jason K. mentioned that an All-Candidates meeting for Mayor and Council would be held at the Sportsplex.

There was consensus about creating a package consisting of Library brochures, statistics, articles, and information about the Friends of the Library.

A discussion ensued surrounding the change to the length of term for Board Members.

JASI

Alicia SK. distributed the proposal from JASI regarding the increase to fees and a new five year contract. The fees will be prorated. There may be an increase to fees, if more libraries enter or leave the consortia.

Alicia SK received information regarding exit fees from OLS North. Alicia SK. asked for clarification from OLS North regarding exiting with data. These considerations will be part of the new contract.

Alicia SK. recommended supporting the proposal since this is currently the most cost effective option for our Integrated Library System. That said, this technology is evolving and more options may emerge.

Members of the Board asked Alicia to continue her research and report new cost effective options as they emerge.

MOTION#162: Rick W. moved that the Library Board support the recommendation from the CEO regarding the report from JASI.
Seconded by Robert S.

F.) Information Items:

Security system and damage:

Alicia SK. informed the Board about the vandalism to the concrete bench in picnic area. A new table top and leg has been ordered.

G.) Next Meeting:

A Budget meeting is scheduled for Tuesday, October 21st at 9:00 a.m. at the Library.

The next Library Board Meeting will take place Wednesday, October 22nd at 3:30 p.m.

MOTION#163: Arlene G. moved adjourn the meeting at 5:15 pm. **Carried.**