

**Fort Frances Public Library Technology Centre
Board Minutes
May 2015**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, May 27th, 2015 at 3:30 P.M in the Shaw Community Hub.

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

Staff: CEO/Secretary-Treasurer - Alicia Subnaik Kilgour

Regrets: Ken Perry, Manager of Community Services - Jason Kabel

Absent:

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

2. Non-agenda items.

The following Non-Agenda items were added:

5 g) Surveillance

5 h) Letter from S&A Cleaners

5 i) Next meeting date

3. Minutes:

Correction of Adjournment motion number from 190 to 194 from the April 22nd minutes.

MOTION#195: Sheri DG. moved to accept the minutes
April 22nd 2015 as amended. Seconded by Robin D.

Carried.

4. Business Arising from Minutes.

The Agenda will address the Business Arising items: CEO Performance Appraisal, Contracting for Services, Strategic Plan, and Board Education.

Andrew H. discussed the Libraries 2025 Conference. Andrew H. informed the Board that Alicia SK. was selected to be on one of the four Reactor Panels set up to discuss the content presented by the experts. Alicia SK was commended for her involvement.

Alicia SK. thanked the Board for the opportunity to participate. It was an inspiring and wonderful day.

5. Items for Action/Discussion:

A) Library Finance Report:

Sheri DG asked for clarification regarding the Electrical line.

Robert S. and Andrew H. explained the history with the electrical, including the process of Jason K. taking the readings and using an algorithm to determine the costs for the Library.

The Library Board was comfortable with the process and thanked Jason K. for his commitment to resolving the issue.

Alicia SK. reminded the Board about renaming some of the account lines. This will be added as an agenda item for the next Board Meeting.

MOTION#196: June C. moved to accept the Financial Reports of May 25th 2015 as presented. Seconded by Robert S. **Carried.**

B) Contracting for Library Services:

Alicia SK. informed the Board that she received an email from the Township of Alberton regarding entering into a formal agreement. Their Town Council passed the following resolution:

“Council for the Township of Alberton confirms its interest in exploring entering into a contract for library services with the Fort Frances Public Library provided that the terms and conditions contained in such a contract are acceptable to it; AND FURTHER THAT staff is authorized to work with the Fort Frances Public Library Board to develop a draft contract for library services for its consideration.”

There was consensus from the Board to move forward in the spirit of cooperation and partnership building.

Alicia SK will draft the agreement and bring it forward to the Board for consideration.

A package has been delivered to Sara Mainville, Chief at Couchiching, for consideration of contracting for library services.

C) Strategic Plan:

Alicia SK. informed the Board that Marjatta Asu from OLS – North is booked for a visit with the Board on June 9th from 6 pm – 8 pm to discuss the Strategic Plan.

D) Board Education:

Board Education Day is booked for June 6th from 10 am – 3 pm, with lunch provided.

There was discussion that this should be an annual event, which would bring together libraries in the region to network and learn together.

E) CEO Performance Appraisal:

MOTION#197: Sheri DG. moved to go in-camera to discuss an identifiable person at 4:14 pm. Seconded by Robert S. **Carried.**

The Meeting moved out of camera at 4:40 pm.

Andrew H. will deliver the paperwork regarding the Performance Appraisal to Aaron Petrin, HR Manager at the Town.

Andrew H. will write a Thank you letter to the Friends for their continued support and dedication to the Library.

F) CEO Report:

Alicia SK updated the Board on a few initiatives. Highlights included:

E-Books:

- Alicia SK. updated the board on the progress with the regional libraries and the School Board regarding e-books.
- There was unanimous consensus to move forward with the project.

Staff Training:

- Mental Health First Aid Basics training will be offered for staff the second week of June. This two-day training will give staff a better understanding of the diverse cliental we serve.

Friends of the Library:

- The Friends Book Sale is on Saturday, May 30th

Trillium:

- Maureen Brophy from Trillium is doing a presentation on Trillium funding in the Shaw Room tomorrow.

POS – Debit/Credit:

- Alicia SK informed the Board that she had received an email from the Deputy Treasurer regarding a POS system for the Library. She recommended moving forward with Debit and Credit system for the Library. There was uniramous Board consensus to move forward with Debit and Credit.

Maker Space:

- Alicia SK. spoke with the Estate Trustee regarding the Maker Space. The Trustee was very pleased with the progress of the space and the equipment.

G) Surveillance:

Alicia SK. informed the Board that she had reviewed all the information received from local vendors regarding installing surveillance. She recommended that we move forward with Sunset Protection System and that cameras be installed right away.

There was Board Consensus to move forward with the installation right away.

MOTION#200: Robin D. moved to go ahead with contracting for Surveillance equipment to be installed outside (the Library) with Sunset Protection System. Seconded by Sheri DG.

Carried.

H) Letter from S&A Cleaners:

Alicia SK. informed the Board that she had received a letter from S&A Cleaners regarding closing the Library on June 28th to clean the windows and carpets.

There was Board consensus to close the Library on Sunday, June 28th to have the carpets and windows cleaned.

I) Next Meeting:

There was discussion surrounding the date and time for the Library Board Meetings. Due to conflicts in the June meeting date, Alicia SK. will send out a few suggestions for the next meeting date.

The meeting will take place in the Shaw Community Hub.

Andrew H. informed the Board that there has been some discussion about who should sign-off on Alicia SK's timesheet for payroll purposes. A discussion ensued and there was unanimous consensus that the Board Chair, should sign and the Vice-Chair in his absence. This process reinforces the Library structure under the Public Libraries Act.

MOTION#201: Robin D. moved to adjourn the meeting
at 5:30 pm.

Carried.

Meeting adjourned 5:30 pm.