

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

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, December 16th, 2015 at 3:30 P.M in the Shaw Community Hub.

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

Staff: CEO/Secretary-Treasurer - Alicia Subnaik Kilgour

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

Absent:

1. **Conflict of Interest.** There were no conflicts of interest.
2. **Non-agenda items.**

One Non-agenda item was added:

- 5d) Policies
- 5e) Next Meeting Date

3. **Minutes:**

MOTION#224: Kerry Z. moved to accept the minutes of November 25th 2015 as presented. Seconded by Robert S.

Carried.

4. **Business Arising from Minutes.**

Alicia SK and Andrew H. are scheduled to attend the Council Meeting on Jan. 11th to present the Strategic Plan.

Board Members are welcome to attend.

Alicia SK. met with the Deputy Treasurer and gave an update on the renaming of some of the outdated GL lines and Capital Expenditures.

5. **Items for Action/Discussion:**

A) *Library Finance Report:*

Alicia SK discussed capital expenditures, the reserve accounts and the funds that will be deployed from the Gagne and D'Agostini Estate and various donations made to the Library that will come to completion the end of 2015.

There was Board consensus to wait until the December 2015 Financial reports are made available to move the funds.

MOTION#225: Robert S. moved to accept the Financial Reports of November 2015 as presented.
Seconded by Robin D.

Carried.

MOTION#225: Robert S. moved that "The Board approves the 2014 audited financial statement for the Library Board which is part of the Consolidated Financial Statements of the Town of Fort Frances and includes all assets, liabilities and revenue and expenditures." Seconded by Kerry Z. **Carried.**

B) Update on the RRDLC

Andrew H. gave an update on his communication with the Chair of the Rainy River Public Library about the Student e-book Initiative. There appears to be a lack of understanding based on miscommunication.

The Rainy River Public Library Chair asked for clarification on the flow of paperwork, the Funds received for e-books and the administration fee, and the purchase of e-books.

Alicia SK is putting together a package that Andrew H. will forward.

C) CEO Report:

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

Urban Poles:

The Urban Poles are being checked out and enjoyed by the public.

Ergonomics:

Alicia SK and Jeremy Hughes attended a workshop on Ergonomics. There were suggestions to look at the configuration of the front desk, get feedback from staff and to ask employees to keep a log.

Andrew H. reminded the Board that we did get approval from the Gagne Estate Trustee to make renovations to the front desk.

Maker Space:

Marcus Herbert, our IT Assistant Intern has been working on the Maker Space. He recently fabricated a part that was no longer available, at the request of a patron.

We have received more requests to print 3D materials and now have a cost schedule for printing.

Christmas:

Alicia SK reminded the Board about the upcoming Polar Express, visit with Santa event, and the Orchestra's performance.

D) Policies:

Robert S. discussed the upcoming Policy meeting and suggested that we start with the Accessibility Policy, followed by the Maker Space Policy and the Surveillance Policy. There is also need for a Donation Policy.

The plan is for the Sub-Committee to review the policy at the meeting. Once the consensus has been reached, the policies will be forwarded to the next Board Meeting for adoption.

The next Policy Meeting will be Wed. January 13th at 3:30 p.m.

E) Next Meeting Date:

There was some discussion about moving the Board Meeting from the fourth Wednesday of the Month, as there have been a lot of recent conflicts.

There was consensus to move the Board Meeting to the third Wednesday of the Month.

It was decided that the next meeting date be Wednesday, January 20th at 3:30 pm.

Information Items:

Andrew H. made note of the email from the Gagne Estate Trustee regarding purchasing e-Resources.

There was some discussion about the new CLA Statement on Intellectual Freedom.

MOTION#227: Robin D. moved to replace the CLA Statement on Intellectual Freedom and Libraries with the updated version amended September 27th 2015. Seconded by Kerry Z. **Carried.**

MOTION#223: Kerry Z. moved to adjourn the meeting at 5:10 p.m., Wednesday, December 16th 2015. Seconded by Kerry Z. **Carried.**

Meeting adjourned 5:10 p.m.