

Fort Frances Public Library and Technology Centre
Board Minutes
September 28, 2016

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, September 28th, 2016 at 3:30 P.M. in the Shaw Community Hub

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

Staff: CEO/Secretary-Treasure - Caroline Goulding, Manager of Community Services - Jason Kabel

Absent: Ken Perry

1. **Conflict of Interest.** There were no conflicts of interest.
2. **Call for Non-Agenda Items**

5. b. iii. New locks on staff door

3. **Minutes of Meeting**

MOTION#2016-44: Robin D. moved to accept the minutes of June 15th, 2016. Seconded by Robert S. **Carried.**

MOTION#2016-45: Robert S. moved to accept their-camera minutes of July 21st, 2016. Seconded by Sheri D. **Carried.**

MOTION#2016-46: Robin D. moved to accept the minutes of September 14th, 2016. Seconded by Sheri D. **Carried.**

4. **Business Arising from Minutes**

The issue with the outside water tap was that the shut-off valve (located on the inside wall near the tap) was engaged. Caroline G. will ensure that the tap is tested with a hose.

All staff are now wearing name tags.

A storage unit has been rented however the Board will need to have a discussion regarding a more permanent solution.

The website lists an inaccurate review date for policy GOV-08 which was approved as a part of MOTION#2016-32, Caroline G. will ask Jeremy H. to update the website.

A new CEO was recruited

The Tackleshare program has been used and Dr. Elaine donated two sets of kids tackle.

The fashion show with Lori Yerxa was well attended and received.

The proceeds from the sales of the stocks were deposited into a GIC. Dawn G. at the Town put a lot of work into finding one with the best rate. She also left enough funds in the investment account in order to leave that account open.

5. Items for Action/Discussion:

a. Library Finance Discussion

i. Library Finance Report

1. Library Capital Budget –August 2016 Appendix 4

Repairs and maintenance is over as anticipated. Events is over however; the overage is offset by donations. Penny is aware of the collections budgets which are over.

MOTION#2016-47: Kerry Z. moved to accept the Finance Report of January to August 2016. Seconded by Sheri D.

Carried.

b. Building Maintenance

i. Pot lights

MOTION#2016-48: June C. moved to accept estimate #1054 from Cannect Electric \$1239.33 to replace pot lights. Seconded by Robert S.

Carried.

ii. Hot Water Storage Tank

The tank leaked significantly last week. Pryde's has been in to examine the system. They have been asked to provide two quotes, one to replace the tank the other to bypass it. The board agrees that there is no need for the Library to have the tank replaced.

iii. HVAC

There are continual issues with the pans underneath the HVAC units leaking. Bob has suggested that a secondary larger pan be installed below each unit to catch overflow. The current pans cannot handle the volume of water created on humid days. The Board instructed Caroline G. to do what is necessary to fix the issue. Any new pan has its own separate drainage.

iv. New lock on staff room

The lock on the staff room door has broken and Jeremy H. has suggested the Library move towards a fob system. It necessary to fix the lock as it is a privacy and health and safety concern.

Caroline G. will get quotes. One for adding a fob system to only the staff room door and another for four interior doors (staff room, video surveillance room, CEO's office, and Shaw room).

c. New Shredder

Current shredder is not functional. It is the wrong size for the library. We do allow the public to use the shredder free of charge.

Caroline G. has asked Nadine M. to begin work on a 'Procedure's Manual' for staff to refer to. Shredder maintenance will be added and Caroline G. will make maintenance (emptying and oiling) a weekly Circulation duty.

We will need a protective policy regarding public use of the shredder.

Caroline G. will purchase a new shredder locally.

d. RRDLC

There was a RRDLC meeting in Emo this morning. It was decided that those students that were served by RRPL would be served by Emo.

The Board would like to Cooperative to present a proposal regarding teachers being signed up for memberships the same as students.

e. Policies – Update

MOTION#2016-49: Robert S. moved to bloc policy # OP-05 Privacy and OP-17 Video Surveillance for a vote. Seconded by Robin D. **Carried.**

MOTION #2016-50: Robert S. moved to accept the motion and approve policy #OP-05 and OP-17 en bloc for a period of one year and review then. Seconded by Robin D. **Carried.**

The next policy meeting is on October 12th at 3:30 in the Shaw Room. HR-04, HR-05, HR-06, HR-07, HR-08, and HR-09 will be reviewed. If there is time Caroline G. has additional edits for already approved policies. If changes are made the life of those policies will be extended by one year.

Robert S. will check that the room is available.

f. CEO Report

i. Strategic Plan Update

Caroline G. has reviewed the strategic plan to identify what items are completed and what items need action. She would like to focus on staff training.

Caroline G. feels we need to ensure that all staff are getting the same training and reviewed a couple of different training methods including group training and self-directed training.

It was suggested that attending staff meetings be a condition of employment and that there be a Health and Safety component to each meeting.

OLS-N Conference

Caroline G. attended the OLS-N Conference in Sudbury and it was an excellent networking opportunity. The focus of the conference was HR issues in libraries

There was a memorial for Joyce Cunningham

Magazines

32 magazines titled have been ordered through Campus Discount.

Project Sunset

The Board would like to have a new presentation made given the new direction of the project.

6. Board Training

Training is a part of the Strategic Plan. There are different options for how the training could be facilitated either webinars outside of board meetings or training as a part of the meeting.

Andrew H. and Caroline G. will pilot a short 5-10 presentation on a topic for the next meeting.

7. Information Items

- a. Transfer Memo re: donation

8. Next Meeting Date: October 19th at 3:30pm in the Shaw Community Hub

9. Adjournment

MOTION#2016-51: June C. moved to adjourn the meeting. Seconded by Robert S.

Carried.