

**Fort Frances Public Library and Technology Centre
Board Minutes
December 14th 2016**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, December 14th 2016 at 3:30 P.M. in the Shaw Community Hub

Board members in attendance: Andrew Hallikas, Robert Schulz, Sheri De Gagné, Robin Dennis. Ken Perry

Staff: CEO/Secretary-Treasure - Caroline Goulding

Regrets: June Caul, Kerry Zucchiatti

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

2. Call for Non-Agenda Items

MOTION#2016-65: Robert S. moved to accept the agenda of December 14, 2016.
Seconded by Sheri. D.

Carried.

3. Minutes of Meeting

MOTION#2016-66: Robert S. moved to accept the minutes of November 16, 2016.
Seconded by Robin D.

Carried.

4. Business Arising from Minutes

Galbraith has called back and should repair the pot lights before the end of the year.

Caroline G. has received a recommendation from Jeremy H. regarding the FOB system and she is following up on some items.

Partnership with NCDS to offer cover letter and resume writing help in the Library should be launched in the New Year.

Regarding accreditation, Alicia SK is now on the accreditation council.

If any Board members have corrections for the minutes, they can be sent to Caroline G. after they are distributed. She will then make the corrections prior creating the packages.

5. Items for Action/Discussion:

a. Sgt. Anne McCoy – Project Sunset

Sgt. McCoy was thanked for attending the meeting. The new terms of reference for the position were discussed, including that the Coordinator will be acting as a community resource librarian instead of a program facilitator. The arrangement is designed to be flexible and suit the needs of both partners. The Library is not

obligated for any funding to cover the part-time Project Sunset position. Caroline G. and Sgt. McCoy have been working on the Retention of Services Agreement which includes a Job Description. The Agreement will be distributed to the Board for their consideration once it is finalized. The Board is in full support of this partnership.

b. Library Finance Discussion

i. Library Finance Report

1. Library Financial Statement –November 2016 Appendix 2

A number of periodicals were purchased, leading to the large increase in that line. A large donation was recently received which shall bring that line closer to the forecasted amount.

Caroline G. will be receiving an updated financial statement on Friday, in order to get a clear picture of where the Library is situated financially going into the last two weeks of the year.

MOTION2016#67: Robert S. moved to accept the financial report of January – November 2016. Seconded by Sheri D. **Carried.**

c. RRDL

The Cooperative is in the process of preparing to batch import the remaining RRDSB students who do not yet have Library cards. This has been a very involved process which Jeremy H. has been diligently working on.

d. Policies – Update

MOTION#2016-68: Robert S. moved to accept and approve OP-20 new Shredder Usage for a period of one year effective this date. Seconded by R. Dennis. **Carried.**

MOTION#2016-69: Robert S. moved to bloc policies GOV-05, GOV-08, and OP-13. Seconded by Ken P. **Carried.**

MOTION#2016-70: Robert S. moved to accept the motion approving the above mentioned policies en bloc for the four-year period effective this date. Seconded by Sheri D. **Carried.**

The next policy meeting will be on January 11th and HR-01, HR-02, and HR-03 shall be reviewed. Caroline G. emailed out a list of the policies which need to be reviewed in the new year. Those policies that only need to be reviewed singularly could be reviewed as a part of the regular Board meeting.

e. Video Surveillance

There are areas of the Library that are without or only have very little surveillance. The Board supports moving forward with installing cameras to monitor these areas to ensure staff safety and to protect the Library's property.

f. CEO Report

The current annual leasing agreement is going to be cancelled at the end of its term, in February. Caroline G. has decided to switch to a new leasing program that offers slightly better value through Library Services Canada. This will save the Library approximately \$4000 annually. The Library will have 90 days to return the McNaughton materials. The new program will begin September 1.

Margitta Macleod has resigned as she has gotten a full-time position elsewhere.

The new IT Assistant funded through the YIP program has started. She has dived into her work and has already started working on new initiatives, including advertising the video game play centre.

Caroline G. has been working on updating the Health and Safety, Prevention of Workplace Violence, and Prevention of Discrimination and Harassment Programs as well as the Emergency and Fire Safety Plans. The new Fire Safety Plan was sent to Wayne Riches for his review.

Starting January 1 patrons will be asked to show a Library card to check out materials. We will still check material out to a patron without their card, if they show some form of photo ID. As a part of the marketing campaign, staff have been offering one free replacement card to patrons who had lost theirs.

The Library has undergone its annual Fire and Electrical Safety Inspections. Both inspections went well, with just a couple recommendations and notes.

Library received a \$100 memorial donation in honour of someone who used our Rainycrest book delivery service. It underscores the importance of our outreach activities and our Friends of the Library, as they manage that service for us.

As the Library is separate from the Town under the PLA we might be eligible for funding from NCDS. This means we would be able to participate in some of their placement programs, and receive funding that would cover part of the payroll costs of a shelver. They will also fund 83% of some staff trainings.

A number of items came out of the last monthly staff meeting:

Updated the Code of Conduct which shall be posted throughout the Library.

There is a new code word staff will be using to discretely call for help.

Staff are going to start using a system of disciplinary escalation for patrons who violate the Code of Conduct. There is a new form letter that was created that staff can use to ask patrons to take a short break from coming to the Library. It is not a notice of no trespassing and the police are not called if they enter the Library. It's a way to hopefully correct unwanted behaviour before we need to issue a no trespassing notice.

New Study room booking guidelines have been created that will go into effect January 1. These were ad-hoc rules that had been used that are now more formalized. Caroline G. will report on their institution at the next Board meeting and a new policy may be written.

Caroline G. would like to run a full day of staff training as there are a large number of items that need to be reviewed with staff. She is researching what day will have the least amount of impact on patrons. The Board supports having a full day of training. Sheri D. suggested an alternate to non-violent crisis intervention training which is called Gentle Persuasion and is administered by Canadian Mental Health Association.

Caroline G. has created a Best Practices for Supervised Access brochure that is going to be distributed to the different agencies that use the Library for supervised access visits.

Staff are going to be reviewing the comprehensive list of competencies that created by SOLS. Staff will be ranking whether or not they use each competency as a part of their job and how confident they feel in it. The data will be used to help with succession planning and to identify areas where staff might like more training or where staff have skills that are not being used.

The orchestra event had 70 people attended and there was a successful Make, Take, and Bake program last Saturday. Upcoming events include a choral performance next Wednesday, a family Christmas Story Time, and Santa visiting our regular Story Time and Baby Time programs.

There was an incident in the Library on Saturday where a man hid in the Library past closing. It is thought that he was just looking for a place to keep warm. Staff have all been made aware of the issue. He fled the Library once he set off the security alarm.

g. Next Meeting Date

The next meeting of the Board will be January 18th at 3:30.

6. Information Items – none.

7. Adjournment

MOTION2016-71: Robert S. moved that the meeting of December 14th, 2016 be now closed. Seconded by Sheri D. **Carried.**