

Fort Frances Public Library and Technology Centre
Board Minutes
April 26th, 2017

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, April 26th, 2017 at 3:30 P.M. in the Shaw Community Hub

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

Staff: CEO/Secretary-Treasurer - Caroline Goulding, Manager Community Services – Jason Kabel

Regrets: Ken Perry

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

2. Call for Non-Agenda Items

5. b. 3. Update on increasing cost of electricity

MOTION#2017-23: Robert S. moved to accept the agenda of April 26th, 2017 as amended. Seconded by Robin D.

Carried.

3. Minutes of the Meeting

MOTION#2017-24: Robin D. moved to accept the minutes of March 15th, 2017. Seconded by Robert S.

Carried.

4. Business Arising from Minutes

- Staff will verify the pedestal count numbers quarterly
- Robert S. and the Policy sub-committee were thanked for their work
- Caroline G. is still trying to step up a meeting with Sgt. McCoy

5. Items for Action/Discussion

a. Presentation: re Lighting RetroFIT – Jeremy Nussbaumer, FFPC

Jeremy N. made a presentation regarding the RetroFIT program including the projected monthly savings as well as a case study.

There are three different possible lighting colours that we could choose from and each are the same cost.

There is a requirement to recycle our old bulbs, which will be .25¢/ft.

If the ballasts are electric our regular maintenance workers would be able to switch the bulbs.

The bulbs last on average 13 years, after which they fall to 70% efficiency

There would be no payback savings for switching from sub-metering to becoming our own client.

Caroline G. distributed a report to the Board which describes the Library's current overall and lighting power consumption as well as projected consumption of the new bulbs.

Caroline G. will look into possible grants that could cover the Board's portion of the costs and prepare a report.

b. Library Finance Discussion

1. Library Financial Statement – March 2017

Caroline G. will investigate the Digital Collections line.

MOTION#2017-25: Robin D. moved to accept the financial report March 2017. Seconded by Robert S. **Carried.**

2. Transfer Motion

MOTION#2017-26: Robert S. moved to transfer the remainder of the Friends donation to the donations operating line to cover the cost of programs and storage rental during the first quarter (\$1571.11).

Seconded by R. Dennis.

Carried.

3. Update on increasing cost of electricity

The cost for electricity in the Library is doubling this year. This increase was unexpected. Caroline G. and staff have already begun taking measures to save on power.

MOTION#2017-27: Robert S. moved that the CEO investigate all avenues of cost cutting in order to reduce the impact of increased electrical costs and report back to the Board as soon as possible.

Seconded by Robin D.

Carried.

c. Policies – Update

Committee met on April 12th to review changes to the policies that are necessary for Accreditation. The changes discussed at the meeting are now posted to the website.

There is one additional policy left to be created OP-21: Records Retention. The committee will be creating this policy in the Fall once a Retention and Disposal Schedule has been created.

There will be no Policy Meeting in May.

d. CEO Report

- Caroline G. believes that the Library should continue to offer only INFO Interlibrary Loans, as Manitoba's fILL system is will have the same pros

and cons as the Ontario system. She is trying to reduce staff time spent on ILLOs and believes the fILL system will increase staff time.

- The FFPLTC is currently the sixth ranked lending library for ILLOs in Northern Ontario.
- There was a violent incident between patrons. Staff handled the incident very well. Caroline G. conducted an investigation which was reviewed by the Town HR Manager, who believes the matter is closed.
- There will be a Networking meeting in Thunder Bay offered by OLS-N May 2-3, this is an event that will not cost the Library anything. A new “Valuing Library Services Toolkit” will be reviewed during the meeting.

MOTION#2017-28: Robert S. moved to support CEO Caroline Goulding attending the May OLS-N Thunder Bay Networking Meeting. Seconded by Sheri D.

Carried.

- Caroline G. has instituted a new hours tracking system to ensure that we stay on budget for part-time hours.
- Going forward donations given for an unspecified purpose will be deposited in the CIBC Account and at the end of the year the funds necessary to reach the budgeted donation amount will be transferred over. This is to artificially even out the donation line from year to year.
- The photocopier lease has expired; three quotes have been received from three different vendors for a new photocopier.
- Don Rusnak’s office called to confirm that the Library was successful in its CSJ application but we have not yet received the official paperwork. Caroline G. is intending to hire from the students we already employ.
- Caroline G. met with Aaron Petrin the Town HR Manager to discuss how to manage HR at the Library. It was a productive and positive meeting.
- Andrew H. and Caroline G. will be presenting the 2016 Annual Report to the Albertain Town Council on May 10th.
- Albertain users account for a significant portion of our digital circulation. This trend is will be supported over the summer through outreach.
- There was an increase in circulation in March likely due to March Break
- Program attendance is on track to exceed last year’s.

e. Strategic Plan Update

- “Use formal and informal methods to gather information” – an online suggestion form is available on the website and a physical suggestion box will be available shortly.

f. Accreditation Update

- 1.3.5 Review of Plan – two new standing agenda items “Strategic Plan Update” and “Accreditation Update”

- 1.3.6 Report to Public – 2016 Annual Report will be available shortly
- 1.5.3 Meetings with Council – Have met with Council once this year and plan to meet with them another two times.
- 4.4.2 Advisory Aids – Increased displays and Readalikes.

Once all the policy changes are approved we will be at 82% compliance

g. Next Meeting Date

Wednesday, May 24th, 2017 at 3:30pm in the Shaw Community Hub

6. Information Items

a. Donations

The bench outside of the Library will be rededicated in memory of Bill Saranchuk

The Friends of the Library have agreed to pay for the construction of a permanent baby gate.

b. Reports Submitted

OLCF final report was submitted, it is an accounting of the purchases made with the funds

Two new YIP Supervisor Reports were completed that detailed the Library's in-kind contributions and the impact of the program

c. CEO Performance Appraisal

The Appraisal forms should be sent to Andrew H. by May 10th. If Board members feel there is not enough data to measure Caroline G.'s performance in an area they can mark down NB.

Andrew H. will send an email outlining the process to Board members shortly, Board members can also review the Performance Appraisal policy on the website.

7. Adjournment

MOTION#2017-29: Sheri D. moved to close the April 26th Board Meeting. Seconded by Robert S.

Carried.