

Fort Frances Public Library and Technology Centre
Board Minutes
June 21st 2017

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, June 21st, 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

Absent: Ken Perry, Manager Community Services – Jason Kabel

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

2. Call for Non-Agenda Items

3.g. Policy Update

3.h. Memorial Garden

3.i. Storage Shed

MOTION#2017-39: Sheri D. moved to accept the agenda of June 21st, 2017. Seconded by Robert S. **Carried.**

3. Minutes of the Meeting

MOTION#2017-40: Robert S. moved to accept the minutes of May 24th, 2017. Seconded by Sheri D. **Carried.**

MOTION#2017-41: Robert S. moved to accept the In-Camera minutes of May 24th, 2017. Seconded by June C. **Carried.**

4. Business Arising from Minutes

- Item 5.f.: The Board Chair contacted the Town HR Manager regarding the results of the CEO Performance Appraisal.
- Item 5.c.ii.: The Board Chair investigated the roundtable discussion meetings. These were held by invitation of the Ministry of Tourism of Culture and Sport. There were agendas at these three meetings, however only one item was discussed at each s. A report has been compiled and released to the participants and will be released to libraries shortly. Any Board member who would like to see the report can contact the Chair. The Chair will write a brief outline of their findings which will be CC'd to the Rainy River Board.
- Item 6.a.: Interviews for the CSJ position were held and a candidate has been selected.

5. Items for Action/Discussion

a. Library Finance Discussion

1. Library Financial Statement – May 2017

- The overage in Lawn and Yard Maintenance was due to increased snow fall. There were a couple new issues with Digital Collections which are being corrected. The Library was not successful with its SEP application.
- The 3D Printers sit in boxes to stop people touching the machines while in use as well as noise and heat pollution in the Library.
- The janitorial contract is a tender put out by the Town. The line was reduced this year to reflect that we only pay part of the HST.
- The Revenue for the Co-operative will likely raise as the school boards reach the end of their fiscal year. Caroline G. will inquire about administrative fees.

MOTION#2017-42: Robert S. moved to accept the financial report to the end of May 2017. Seconded by June C. **Carried.**

b. CEO Report

- Circulation was up in May and was the closest month we have had to the previous year's circulation for that month. This is due to staff efforts.
- Caroline G. will look into lighting on the North side of the building

i. Annual Survey

The Annual Survey has been released and Caroline G. has begun working on it.

ii. Project Sunset

Caroline G. met with Sgt. Anne McCoy. The Library will not be hosting the Coordinator position. Despite this Sgt McCoy and Caroline G. are committed to continuing to partner together in other ways.

iii. Friends' Book Sale

The Friends of the Library had their best Book Sale, raising \$3797.10.

iv. Surveillance Cameras

5 new surveillance cameras have been installed inside the Library. Three analog cameras remain and the rest are digital.

c. Power Consumption Report

- Caroline G. reviewed the Power Consumption Report with Board members.

- A possible explanation for increased power consumption 2015 over 2014 may have been the issues the Library was experiencing with the HVAC.
- If the reduced consumption rates can be maintained throughout the winter months, the Library should return to 2014 consumption levels.

MOTION#2017-43: Sheri D. moved that the Board approve the Power Consumption Report and that the CEO implement the recommendations approved by the Board. Seconded by Kerry Z. **Carried.**

d. Strategic Plan Update

- “Embed library collections in new spaces throughout the community” Outreach in the form of the new “Fort Frances Library Pop-Up Shop” will be held in Alberton this summer. The plan is to bring the pop-up shop to other events within the community. The Board was very supportive of continued pop-up shops and Caroline G. will be reaching out to the Museum Curator regarding little free libraries.
- Steven Kraus has suggested the community survey take place over the summer due to the likelihood of a higher response rate. Caroline G. outlined the themes of the last survey and possible themes for the new survey. Caroline G. will work with Steven K. in order to create questions which will be distributed to the Board for feedback and input.

e. Accreditation Update

- The Retention and Disposal Schedule is nearly complete
- The Board Chair and CEO will be presenting the Annual Report to the Fort Frances Town Council on July 10th.

f. Request from Tyler Moffitt, Fire Chief/CEMC

MOTION#2017-44: Robert S. moved that the Board approve the FFPLTC as an alternate site for the Emergency Operation Centre. Seconded by Kerry Z.

Carried.

g. Policy Update

- The next policy meeting will be on September 13th in addition to scheduled policies for update there are three more policies to discuss; the Travel policy, a Records Management Policy, as well as altering the user agreement to include consent for photo release. Caroline G. will be researching over the summer what our obligations are regarding notice.

h. Memorial Garden

In Memorium donations were given for a specific person whose preference was to beautify the outdoor space. An agenda item will be added to the Fall meeting

to discuss what shape a possible memory garden could take. Caroline G. will investigate possibilities. Given the person's wish to remain anonymous, having the garden be a memorial for many past donors was discussed as well as having a book where we could record the different donations we have received for a specific purpose.

i. Storage Shed

Staff have been requesting a shed. Currently a storage space is being rented offsite. Caroline G. will research possibilities for on-site storage and it will be an item for discussion at the September meeting.

j. Next Meeting Date

Wednesday, September 20th, 2017 at 3:30pm in the Shaw Community Hub

6. Information Items

a. Fair Workplaces, Better Jobs Act, 2017

Caroline G. recommends that the Board adopt an Internal Reliability System to ensure that the Board and staff are all aware of workers' rights under the Act. The act will impact our budget.

7. Adjournment

MOTION#2017-45: Kerry Z. moved that this meeting of the Library Board be now closed.
Seconded by Robert S. **Carried.**