

**Fort Frances Public Library and Technology Centre
Board Minutes
November 15th, 2017**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, November 15th, 2017 at 3:30 P.M. in the Shaw Community Hub

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

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

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

2. Call for Non-Agenda Items

5.e.i. Complaint

MOTION#2017-59: Robert S. moved to accept the agenda of November 15th, 2017 as amended. Seconded by Kerry Z. **Carried.**

3. Minutes of the Meeting

MOTION#2017-60: Robert S. moved to accept the minutes of October 18th, 2017. Seconded by Kerry Z. **Carried.**

4. Business Arising from Minutes

- The Yard Work Party was held with staff, volunteers, and Board members assisting
- The Board Chair and Caroline G. will present the results of the survey to Council November 27th
- A preventative maintenance schedule has been created
- HR-10 and HR-11 were approved for a four-year period, not one year
- Fines and Child Access to the collections/space were discussed at the last policy meeting and incorporated in the correct policies
- Library Value Toolkit should be released by the end of this or the start of next year
- The Friends have agreed to contribute \$500 towards a Board Discretionary budget line to be used for staff appreciation

MOTION#2017-61: Kerry Z. moved to excuse the absences of Ken Perry for the last three months. Seconded by Robert S. **Carried.**

5. Items for Action/Discussion

a. Library Finance Discussion

1. Library Financial Statement – October 2017

- eBooks is up due to pre-orders, no more eBooks will be purchased this year
- Revenue appears as though it is down compared to projections but that is only because a number of revenue lines are received as lump sums at the end of the year

MOTION#2017-62: Robert S. moved to accept the financial report to the end of October 2017. Seconded by Kerry Z. **Carried.**

2. **Library GIC Accounts**

MOTION#2017-63: Robert S. moved that the GICs be rolled over into a 5 year GIC at 2.25%. Seconded by Ken P. **Carried.**

3. **Budget Meeting**

- The Board will be meeting to discuss the Library's 2018 Budget on December 13th at 4pm
- The meeting for the Board to undergo AODA training will be held in March

b. **CEO Report**

i. **Circulation**

Circulation was up in October over October 2016 and it continues to be up in areas where staff have made efforts to promote the collection; Adult Fiction, Paperbacks, and Juvenile Fiction. The collection needs to continue to grow to support this increase

ii. **Power Consumption Update**

Power Consumption has continued its downward trend

iii. **Programming**

Programs have been well attended and we are on course to exceed our programming numbers from last year.

Caroline G. thanked Board members for their assistance with Trunk or Treat, which was incredibly successful community program

c. **Strategic Plan Update**

- "Be Welcoming"
 - "Ensure Library policies support accessibility and minimize barriers" – the Board reviewed the Accessibility policy as well as fine limits and child/youth use of the library facility
- "Simplify Access"

- “Improve website content, links, and navigation and keep website current” – Jeremy has begun training staff on how to update the website
- “Educate and train our community and staff about available resources” – the Makerspace Certification Program is running again and patrons have begun taking advantage of the technology

i. Strategic Planning Meeting Summary

- Highlights from the Strategic Planning Meeting were reviewed.
- The Museum theme going forward will be reconciliation, we could work with them as a community partner
- The importance of considering issues of social inclusion in strategic planning in order to be proactive rather than reactive to situations as they arise was discussed. “Cut to the Chase” statements regarding leadership were reviewed.
- The Board will hold a strategic planning meeting in January

d. Accreditation Update

- Jeremy H. has been tweaking the new website to ensure that it meets all appropriate web standards
- The Board reviewed the Accessibility policy at the last policy meeting
- Caroline G. reviewed the new 7TH edition of the OPLG and the Library has only 4 mandatory guidelines that have not yet been met. Over 90% compliance has been attained in 5 out of the 6 areas

e. Policy Update

- The Policy Committee reviewed the Town’s Accessibility policy in detail, HR-Accessibility now mirrors the Town’s policy with changes made to reflect the Library’s needs
- As a result of the review small changes were made to OP-01: Children’s Services, OP-02: Circulation, and OP-08: Mobile Devices. The review dates for these policies will remain unchanged
- Significant changes were made to OP-04: Computer and Internet Use, which will be approved for a one-year period
- The policy changes have all been posted on the website
- The Shredder Policy (OP-20) will be reviewed in the new year

MOTION#2017-64: Kerry Z. moved that the Board bloc the following policies: HR-01, HR-02, HR-03, OP-05, and OP-21. Seconded by Robert S.

Carried.

MOTION#2017-65: Kerry Z. moved that the Board accept and approve the policies mentioned in the previous motion for a period of one year. Seconded by Robert S. **Carried.**

II. Complaint

- A complaint was received regarding the Library's handling of a recent book launch. The Board discussed what occurred and solutions to ensure that it does not occur again.
- A policy will be drafted regarding book launches

MOTION#2017-66: Kerry Z. moved that the Board authorize the Chair to write a letter of apology to [REDACTED]. Seconded by Robert S. **Carried.**

f. Message from HR Manager

- The Town HR Manager conveyed his regards to the Board, who responded in kind.

g. In-Camera Discussion about an identifiable individual

MOTION#2017-67: Be it resolved that the Board meet in camera to discuss an identifiable individual. **Carried.**

The Board moved in camera at 5:10pm

The Board moved out of camera at 5:20pm

h. Next Meeting Date

The Board will meet on Wednesday, December 13th at 4pm in the Shaw Community Hub to discuss the 2018 Budget

The next Board meeting will be Wednesday, December 20th, 2017 at 3:30pm in the Shaw Community Hub

6. Information Items

a. Emerging Technology Trends

7. Adjournment – 5:21pm

MOTION#2017-68: Robert S. moved that this meeting of the Library Board be now closed. Seconded by Kerry Z. **Carried.**