

**Fort Frances Public Library and Technology Centre  
Board Minutes  
December 20<sup>th</sup>, 2017**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, December 20<sup>th</sup>, 2017 at 3:30 P.M. in the Shaw Community Hub

**Board members in attendance:** Robert Schulz, Andrew Hallikas, Robin Dennis, Ken Perry

**Staff:** CEO/Secretary-Treasurer - Caroline Goulding

**Regrets:** Kerry Zucchiatti, Sheri De Gagné, June Caul, Manager Community Services – Jason Kabel

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

**2. Call for Non-Agenda Items**

5.g. Staff Christmas Appreciation

MOTION#2017-70: Robert S. moved to accept the agenda of December 20<sup>th</sup>, 2017 as amended. Seconded by Robin D. **Carried.**

**3. Minutes of the Meeting**

MOTION#2017-71: Robin D. moved to accept the minutes of November 15<sup>th</sup>, 2017 as amended. Seconded by Robert S. **Carried.**

MOTION#2017-72: Robin D. moved to accept the in-camera minutes of November 15<sup>th</sup>, 2017. Seconded by Robert S. **Carried.**

MOTION#2017-73: Robert S. moved to accept the minutes of December 13<sup>th</sup>, 2017. Seconded by Robin D. **Carried.**

**4. Business Arising from Minutes**

- The results of the survey were presented to Council by the Board Chair and CEO
- The possibility of adding solar panels to the roof is being investigated
- Two policies remain outstanding; reviewing the Shredder policy and drafting a new Book Launch policy. These items can be addressed during a regular Board meeting
- The next Strategic Planning meeting will be on January 10<sup>th</sup> at 4pm, Nadine M. will be joining as a Staff representative
- The letter of apology was delivered

**5. Items for Action/Discussion**

**a. Library Finance Discussion**

**1. Library Financial Statement – November 2017**

- The PLOG was deposited last week

- There is a matched reduction in expenses for reduction in revenue from the YIP and SEP grants

MOTION#2017-74: Robert S. moved to accept the financial report to the end of October 2017. Seconded by Robin D. **Carried.**

**b. CEO Report**

i. **Circulation**

November circulation was consistent with November 2016 figures

ii. **Power Consumption Update**

Power Consumption is at or under 2014 consumption levels

iii. **Programming**

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

iv. **PLSA Shortlist Bursary**

The Ministry has offered a bursary to offset the cost of bringing an additional person to OLA Superconference. Andrew H. will be emailing the Board regarding the opportunity

**c. Strategic Plan Update**

- “Develop a Technology Plan”
  - Work has begun on a technology plan, samples have been sent by OLS-N and assistance from the technology department is also available. The plan will be time intensive to create and will be used for asset management. It will include minimum service levels.

**d. Accreditation Update**

- 11.1 “Technology Plan”
- 16.3 “Job Descriptions”
  - Caroline G. with Robin D.’s help has rewritten the job descriptions. Each job description now has a consistent layout and similar duties are described the same. These are first drafts that will then be reviewed with staff as a part of their annual performance appraisal.

**e. Policy Update**

MOTION#2017-75: Robert S. moved that the following policies be approved but have their review date remain the same: GOV-02, HR-03, HR-04, HR-07, HR-12, OP-01, OP-02, OP-04, OP-07, OP-08, OP-16.

Seconded by Ken P.

**Carried.**

**f. Incidents**

- There were incidents of either violence or potential violence recently.
- Police response times to incidents have been excellent
- The Board Chair attended a staff meeting so that staff could convey their concerns to the Board directly
- Going forward when someone has been issued a notice of no trespass or been asked to take a break they will be required to meet with the CEO and sign a more stringent Code of Conduct for their behaviour within the Library as a part of a probationary period.
- In cases of repeated recidivism, a notice of no trespassing can be made indefinite and a patron can be required to attend a Board meeting to request the notice be lifted
- The Board Chair is going to request that when out on regular patrol in the community officers stop by the Library to do a walk around
- Staff have requested another camera be installed which faces towards their vehicles
- Caroline G. would like to close the Library for a PD Day for staff, this would need to include the students. The Board suggested that Sunday would be the most appropriate day and that full-time staff be allowed to bank the day as overtime should they choose.

**g. Staff Christmas Appreciation**

A Christmas card was passed around for Board members to sign and Board members elected to donate towards the purchase of a gift basket for Staff in order to show appreciation for their work. The Board Chair will email the Board members not in attendance regarding the gesture.

**h. Next Meeting Date**

The Board will meet on Wednesday, January 10<sup>th</sup> at 4pm in the Shaw Community Hub for a Strategic Planning meeting

The next Board meeting will be Wednesday, January 17<sup>th</sup>, 2017 at 3:30pm in the Shaw Community Hub

**6. Information Items**

**a. ESA Inspection**

**b. Changes to the ASPL**

The new data fields in the Annual Survey of Public Libraries was reviewed as the new fields offer some insight into what the Ministry sees as new priorities or expectations for service.

**7. Adjournment – 4:24pm**

MOTION#2017-76: Robert S. moved that this meeting of the Library Board be now closed. Seconded by Robin D.

**Carried.**