

**Fort Frances Public Library and Technology Centre**  
**Board Minutes**  
**January 17<sup>th</sup>, 2018**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, January 17<sup>th</sup>, 2018 at 3:30 P.M. in the Shaw Community Hub

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

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

**Absent:** Ken Perry

1. **Declaration of Conflict of Interest** - There were no conflicts of interest.
2. **Call for Non-Agenda Items**

5.f. SnOasis

MOTION#2018-02: Robert S. moved to accept the agenda of January 17<sup>th</sup>, 2018 as amended. Seconded by Kerry Z. **Carried.**

3. **Minutes of the Meeting**

MOTION#2018-03: Kerry Z. moved to accept the minutes of December 20<sup>th</sup>, 2017. Seconded by Robert S. **Carried.**

4. **Business Arising from Minutes**

- A Strategic Planning meeting was held on January 10<sup>th</sup>, some additional work has been distributed in advance of the February Strategic Planning meeting
- Should a Board member not be able to attend a Strategic Planning meeting, please send your input to either the Board Chair or CEO
- 5.b. Board Chair, Andrew H. will be attending Superconference using the PLSA bursary
- 5.f. The Board Chair will be making a request for walkthroughs while officers are on patrol at the next Police Services Board meeting
- The Staff was grateful for the appreciation gift the Board gave them

5. **Items for Action/Discussion**

- a. **Library Finance Discussion**

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

- There should not be a large discrepancy in the power consumption line moving forward

- The results of the motion via email to re-invest the matured GIC funds were reviewed and the Board was informed that the reinvestment rate was actually 1.8%:

MOTION#2018-01: Robert S. moved that the FFPLB agree to reinvest the maturing GIC for a term of 18 months at a rate of 1.85%. The Library CEO will inform Laurie Lindberg of this decision. Seconded by Sheri D. **Carried.**

MOTION#2018-04: Robert S. moved to accept the financial report from January – December 2017. Seconded by Kerry Z. **Carried.**

## **2. Children's Shelving**

MOTION#2018-05: Sheri D. moved that the FFPLB authorize the purchase of new shelving for \$850 to replace the children's shelving. Seconded by June C. **Carried.**

## **3. Student Wage**

MOTION#2018-06: Robert S. moved that the FFPLB set the student wage at student minimum wage + \$1.00. seconded by June C. **Carried.**

### **b. CEO Report**

#### **i. Circulation**

Circulation was down overall in the 2017 compared to 2016. Efforts to increase Circulation have been successful in particular lines at particular times. Caroline G. is going to be studying Circulation trends to identify weeding and purchasing priorities for 2018.

#### **ii. Power Consumption Update**

Caroline G. will get quotes from multiple electricians for the exterior lighting, interior light switches, and Shaw room

#### **iii. Programming**

Winter programming has begun

#### **iv. 2018 Maintenance**

A preventative maintenance schedule for the HVAC system has been put in place. Additional maintenance will include installing chair rails in the Shaw and study rooms to prevent damage as well as repairing the damage already done to the walls

#### **v. Confederation College Student Placement**

The Library may be hosting a Confederation College Student Placement

vi. **Incidents**

Caroline G. has begun coding past incidents to identify trends and staff are being encouraged to write incident reports whenever they are made to feel uncomfortable. Some identifiable trends include incidents involving youth and alcohol. It was suggested that a repository of staff training be created so that training can be replicated when new staff members come on board. Incidents will become a standing agenda item

c. **Strategic Plan Update**

- “Develop Services > Analyze and evaluate strengths and weaknesses of existing services”
  - Staff are reclassifying item types in the catalog so that each item type closely matches the item – for instance classifying something as juvenile fiction versus juvenile paperback easy reader. This will allow for the identification of weeding and funding priorities

d. **Accreditation Update**

- “8.1 Content and Size of Collection” and “8.6 Collection Plan”
  - Item Type reclassification project
- “16.3 Job Descriptions”
  - Caroline G. has begun reviewing the re-written job descriptions with staff as a part of the performance appraisal process

e. **Policy Update**

- OP-11: Programming was edited
- OP-21: Shredder Use and OP-11: Programming will be voted on at the February Board meeting

f. **SnOasis**

- Will be taking place March 3<sup>rd</sup> in the new Rainy Lake Square
- Caroline G. will approach the Friends of the Library to request that they provide hot chocolate again this year

g. **Next Meeting Date**

The Board will meet on Wednesday, February 14<sup>th</sup> at 4pm in the Shaw Community Hub for a Strategic Planning meeting

The next Board meeting will be Wednesday, February 21<sup>st</sup>, 2017 at 3:30pm in the Shaw Community Hub

**6. Information Items**

a. **The Opiate Crisis: What Libraries Can Do**

Board members were reminded of the webinar taking place tomorrow, Thursday, January 18<sup>th</sup> at 2pm.

**b. Grants**

Caroline G. has applied to two grants, the Ontario Sport and Recreation Community Fund for nature packs and Young Canada Works.

**7. Adjournment**

MOTION#2018-07: Kerry Z. moved that this meeting of the Library Board be now closed.  
Seconded by Robert S. **Carried.**