

**Fort Frances Public Library and Technology Centre
Board Minutes
February 21st, 2018**

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

Staff: CEO/Secretary-Treasurer - Caroline Goulding

Regrets: Manager Community Services – Jason Kabel

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

2. Call for Non-Agenda Items

5.f. Staff Member Retirement

MOTION#2018-08: Robert S. moved to accept the agenda of February 21st, 2018 as amended. Seconded by June C. **Carried.**

3. Minutes of the Meeting

MOTION#2018-09: June C. moved to accept the minutes of January 17th, 2018. Seconded by Robert S. **Carried.**

4. Business Arising from Minutes

- The Board Chair and two staff members attended OLA Super Conference, many sessions focused on libraries and truth and reconciliation as well as future trends in libraries, including virtual reality
- The Library will be the subject of focused patrols from police officers for a period of 45 days, after which the impact will be assessed. Board members are encouraged to thank any officers they see doing a walkthrough of the building
- 5.a.2. New children's shelving was purchased and has been installed
- 5.b.v. The student from Confederation college has begun their placement
- 5.b.vi. Staff are being reminded to continue to fill out incident reports
- 5.g. A Strategic Planning meeting was held on February 14th, as a result of that meeting more consideration needs to be given to our mission statement. A supplementary meeting will be held on February 28th at 4pm to discuss the mission statement. Board members are encouraged to send in their thoughts regarding key words or phrases they feel encompass the Library's role and to create suggestions of 15 words or less for new mission statements if they cannot attend.

5. Items for Action/Discussion

a. Library Finance Discussion

1. Library Financial Statement – January - December 2017

- Not a final statement
- An electrician is being called to replace the lights due to arcing
- It was suggested by the Deputy Treasurer that revenue and expenditures estimates remain in the budget for the Cooperative

MOTION#2018-10: Robert S. moved to accept the financial report from January – December 2017. Seconded by June C. **Carried.**

2. Library Financial Statement – January 2018

MOTION#2018-11: June C. moved to accept the financial report from January 2018 as amended. Seconded by Robert S. **Carried.**

3. SAPC Adult Services Clerk Recommendation

MOTION#2018-12: Kerry Z. moved that the FFPLB accept the recommendation of the SAPC regarding the new Library Clerk. Seconded by Robert S. **Carried.**

4. Transfer motion

The Board Chair will write a letter on behalf of the Board thanking the Friends for their donation

MOTION#2018-13: Robert S. moved that the FFPLB transfer \$10,365.55 from the Board CIBC account to the 2017 Budget as donated by the Friends of the Library. Seconded by June C. **Carried.**

MOTION#2018-14: Sheri D. moved that the FFPLB transfer \$4,634.45 from the Board CIBC account to the 2018 Budget as donated by the Friends of the Library. Seconded by Robert S. **Carried.**

b. CEO Report

i. Circulation

Circulation for January 2018 is on par with January 2017.

ii. Programming

Regular winter programming is underway. Two popular special events were held recently, a Valentine's Day Story Time which was a partnership with UNFC and Family Day Soapstone Carving Workshops

iii. Incidents

There were three reported incidents with patrons in January, aggregate information regarding them was shared. The new Code of

Conduct Contracts have been implemented for patrons returning to the Library after a period away. Staff have also begun handing out brochures regarding local addictions counselling services to patrons who have been involved in incidents regarding drugs or alcohol. Staff have also started calling the police when they are concerned about a patrons well being. Caroline G. recently attended a workshop for service providers regarding methamphetamine.

iv. **OLA Super Conference**

Major takeaways from the conference were shared with the Board, these include:

- The need to develop a Territory Acknowledgement and engage all staff and Board members in training which fulfills TRC #57
- Many different programming ideas
- Ideas to decrease workplace systems which hinder employee motivation
- How to use values identified during strategic planning to define workplace culture
- How to identify burnout, including empathy burnout

v. **Tourist Information Centre**

While preparing the new Annual Performance Measurement Indicators and Statistics report, visitor memberships were identified as an area of growth. Caroline G. has reached out to the Tourist Information Centre, to discuss advertising the services the Library has to offer tourists.

Caroline G. will also reach out to the Chamber of Commerce to discuss partnership opportunities.

c. **Strategic Plan Update**

- At the February 28th Mission Statement meeting flipchart will be used to help identify key words and phrases.
- The homework for the upcoming Strategic Planning meeting on March 14th at 4pm is a SWOT and PEST analysis.

d. **Accreditation Update**

- A new guidelines has been added: 14.11 Indigenous Awareness and Reconciliation. The Board will need to:
 - Endorse a Respect and Acknowledgement Declaration
 - Develop a collection development policy statement which addresses the value of Indigenous materials and authors

- Develop a service policy statement highlighting the Library's approach to serving Indigenous populations

e. Policy Update

- The only policies still to review this year are the Health and Safety policies which must be reviewed annually each Fall

MOTION#2018-15: Robert S. moved that policies OP-11 and OP-21 be blocked and voted on as a single motion. Seconded by Kerry Z. **Carried.**

MOTION#2018-16: Sheri D. moved that OP-11 and OP-21 be adopted as presented for a period of 4 years effective today. Seconded by Robert S. **Carried.**

f. Staff Member's Retirement

- There is no Town policy regarding retirements the Board will discuss the possibility of a guideline governing parting gifts at a future policy meeting.

MOTION#2018-17: Kerry Z. moved that without prejudice the Board authorizes a gift certificate of \$100 for the retirement of an employee. Seconded by Robin D. **Carried.**

g. Next Meeting Date

The Board will meet on Wednesday, February 28th at 4pm in the Shaw Community Hub to discuss a new Mission Statement

The Board will meet on Wednesday, March 14th at 4pm in the Shaw Community Hub for a Strategic Planning meeting

The next Board meeting will be Wednesday, March 21st, 2017 at 3:30pm in the Shaw Community Hub

6. Information Items

a. Healthy Kids Community Challenge

A grant application was submitted to purchase tennis rackets for circulation

7. Adjournment

MOTION#2018-18: Robert S. moved that this meeting of the Library Board be now closed. Seconded by Sheri D. **Carried.**