

Fort Frances Public Library and Technology Centre
Board Minutes
May 16th, 2018

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, May 16th, 2018 at 3:30 P.M. in the Shaw Community Hub

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

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

Regrets: Kerry Zucchiatti

Absent : Ken Perry

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

2. Call for Non-Agenda Items

6. b. Annual Appreciation Dinner RSVP Reminder

MOTION#2018-32: Robert S. moved to accept the agenda of May 16th, 2018 as amended.
Seconded by Sheri D. **Carried.**

3. Minutes of the Meeting

MOTION#2018-33: Sheri D. moved to accept the minutes of April 18th, 2018. Seconded by Robert S. **Carried.**

4. Business Arising from Minutes

- The paperbacks and new fiction sections have been moved and positive comments have been received by patrons
- The Board Chair and CEO met with the Alberton Town Council and presented the Annual Reports and also discussed the agreement for services
- The Board Chair and CEO will be presenting the Annual Reports to the Fort Frances Town Council on May 28th.
- 5.c. A meeting was held May 9th to review the strategic directions prior to the June 5th meeting
- 5.f. The Board Chair attended the launch of Science North's new strategic plan in Thunder Bay. Two staff members will be attending training in the Sudbury.

MOTION#2018-34: Sheri D. moved that the FFPLB excuse Ken Perry's third absence (consecutive). Seconded by Robin D. **Carried.**

5. Items for Action/Discussion

a. Library Finance Discussion

1. Library Financial Statement – April 2018

- Lawn and Yard Maintenance appear low given the snow fall
- A content credit was purchased for eBooks using the ILDS funds which is why it appears as though half the eBook line has already been spent
- Repairs and Maintenance will likely go over budget this year; however the Friends have already agreed to cover the cost of the installation of the baby gate and chair rails.
- Caroline G. will follow up with Dawn G. about relabelling the “new library” capital budget line

MOTION#2018-35: Robert S. moved to accept the financial report of April 2018. Seconded by June C. **Carried.**

2. Library Bank Account

The Library was found by the Ministry to have an improperly named bank account. A new account has been opened in the Library Board's name and all of our revenue, including operational, will be deposited to this account.

b. CEO Report

i. Circulation

Physical circulation was less in April 2018 compared to 2017. Staff have begun following the weeding and purchasing priorities as outlined in the statistical report. By moving the new books we have space for more displays and to shelve more books.

ii. Programming

The program partnership with UNFC has started off strong. The Recreator has been released. A new Community-led program called “Community Café” will be launching in June.

iii. Incidents

There were three reported incidents in April, aggregate information regarding them was shared

iv. **OLSN Networking Meeting**

A representative from CAMH gave a presentation on mental health in the workplace and mental health accommodations. The presentation was followed by a round table discussion of best practices.

v. **Library Values Toolkit**

A toolkit was developed to measure the Social Return on Investment (SROI) libraries provide their communities. Caroline G. shared the dollar values of the Library's SROI. She will be preparing a report outlining what SROI is and present it to the Board. The SROI report was developed in response to a strict economic return on investment study done by the Toronto Public Library. Caroline G. will also be studying what the Library's economic return on investment is in order to contrast it with the SROI.

vi. **Donation Strategy**

Caroline G. has begun a new process with donations, where she follows up with donors a few months later to describe the impact their donation had on programs and services.

vii. **MakerSpace and Computer Lab**

Staff have suggested that the MakerSpace and Computer Lab areas be switched in order to offer more access to the MakerSpace technology. Staff have been asked to create possible designs for the space.

viii. **Library Technician Placement**

The Library will be hosting a placement student for two weeks in June, who we will be having help weed our collections.

c. **Strategic Plan Update**

i. **June 5th In-Person Visit**

Board members are encouraged to attend as much of the meeting as they can.

d. **Accreditation Update**

- Caroline G. and Nadine M. have begun work on a Collection Maintenance and Development plan.

e. **CEO Performance Evaluation (In-Camera)**

Motion#2018-36: Robert S. moved that the FFPL Board go in camera at 4:15 to discuss a matter about an identifiable individual. Seconded by Sheri D. **Carried.**

f. Alberton Agreement

The Board reviewed the updated agreement. Alberton Town Council accepted the increase to the base rate for 2019 and wished to extend the agreement for 5 years. The only other changes to the agreement were to the date the Annual Report is due and the receipt of funds from the Ministry.

MOTION#2018-38: Robert S. moved that the FFPLB approve the Alberton Agreement as presented. Seconded by Sheri D. **Carried.**

g. Sign Lighting

Two quotes for sign lighting were presented. Discussion was had surrounding which lighting had the least risk for vandalism.

MOTION#2018-39: Robin D. moved that the FFPLB authorize the CEO to contract out the lights for the sign as presented in estimate 1187. Seconded by Sheri D. **Carried.**

h. Policy Discussion

i. The Library and Elections Policy (OP-22)

MOTION#2018-40: June C. moved that the FFPLB accept and adopt the Library and Elections Policy as presented. Seconded by Robert S. **Carried.**

i. Next Meeting Date

The Board will meet on Tuesday, June 5th at 9am for a Strategic Planning meeting in the Shaw Community Hub

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

6. Information Items

a. Annual Survey of Public Libraries

The Library's Annual Survey was submitted

b. Annual Appreciation Dinner RSVP Reminder

The Board was reminded to RSVP to the Annual Appreciation Dinner which will be on Thursday, May 31st by Friday, May 18th.

7. Adjournment – 4:45pm

MOTION#2018-41: Sheri D. moved that this meeting of the Library Board be now closed. Seconded by Robert S. **Carried.**