

Fort Frances Public Library and Technology Centre
Board Minutes
June 20th, 2018

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, June 20th, 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, Kerry Zucchiatti

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

Regrets: Ken Perry (Excused)

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

Information Item: Moffat Fund

g. Letter of Appreciation for Steven K.

h. WHO Report Regarding Video Game Addiction

MOTION#2018-42: Robert S. moved to accept the agenda of June 20th, 2018 as amended.
Seconded by Kerry Z. **Carried.**

MOTION#2018-43: June C. moved that the FFPLB excuse Ken Perry's absence for June 20, 2018. Seconded by Robert S. **Carried.**

3. **Minutes of the Meeting**

MOTION#2018-44: Kerry Z. moved to accept the minutes of May 16th, 2018. Seconded by Robert S. **Carried.**

MOTION#2018-45: Robert S. moved to go in camera for a matter concerning an identifiable individual. Seconded by R. Dennis **Carried.**

The Board moved in camera at 3:51 to discuss the in-camera minutes of May 16th, 2018

The Board moved out of camera at 3:55.

MOTION#2018-46: Robin D. moved that the FFPLB approve the in camera minutes of May 18, 2018. Seconded by Robert S. **Carried.**

4. Business Arising from Minutes

- The Board Chair and CEO presented the Annual Reports to Town Council and there was a write up in the newspaper
- 5.ii. UNFC Partnership has went really well. The Community Café program, the target audience of which is Community Living clients, has begun and is going well
- 5.vii. Possible design ideas were shared with the Board to gain feedback over what should be prioritized when redesigning the space. The Board felt the space should offer ease of movement, be welcoming and accessible, and should re-use current furniture. The Board suggested staff feedback should be sought as well.
- 5.c. The June 5th meeting was a success and the Board has received kudos from the OLSN Consultant
- 5.f. The agreement with Alberton has been signed and delivered
- 5.g. The electrician has been contacted

5. Items for Action/Discussion

a. Library Finance Discussion

1. Library Financial Statement – April 2018

- Lawn and Yard Maintenance should receive no future invoices from this past winter
- Periodical (newspapers, magazines) use in tracked by circulation statistics for back issue magazines or through in library use for the most recent magazine issues and newspapers.
- Next budget the Board and CEO will receive repairs and maintenance needs and seek quotes for work
- Further discussion on the shed will be had after the Town of Fort Frances Council municipal election

MOTION#2018-47: Robert S. moved to accept the financial report for May 2018. Seconded by Kerry Z. **Carried.**

b. CEO Report

- We were able to hire four summer students through grants. Each student has a specific role and measurable outcomes they need to accomplish by the end of the summer.

i. Circulation

Physical circulation is down but digital circulation is up. One of the summer students' priorities is increasing physical circulation.

- ii. **Programming**

There will be an increase in regular and special programming over the summer months. The Teddy Bear Picnic will be on Friday, June 29th. Any Board members who wish to volunteer can contact Andrea.
 - iii. **Incidents**

There were two reported incidents in May, aggregate information regarding them was shared.
 - iv. **ROI Report**

Caroline G. has completed the calculations for the Return on Investment report, as based on the Toronto Public Library's study done in collaboration with the Martin Prosperity Institute. For every dollar the municipality spends the community gains \$7.32 in economic benefit. The annual economic impact per resident is \$412.62 and per household, \$965.96. The total benefit is \$3,058, 924 and the average value of an open hour is \$756.37. Caroline G. is working on a report detailing both the social and economic impacts of the Library.
 - v. **RRDLC Partners Meeting**

The partners met on June 8th and shared statistics.
 - vi. **Science North THINK Hub meeting**

Two staff members attended the meeting and presented on behalf of the Library. It was an excellent opportunity to talk about the Library's goals in relation to the project.
- c. **Strategic Plan Update**
- A draft document prepared by the consultant Steven K. was distributed by email
 - There will be a meeting in August to review the plan
- d. **Accreditation Update**
- Caroline G. performed the audit of the Dryden Public Library
- e. **Board Legacy Documentation Template**

Board members should fill the document out and submit their responses to Caroline G. who will distribute a collated version as a part of the September Board meeting package. Caroline G. will send a reminder notice out at the end of the summer.

f. Policy Discussion

The proposed changes to both policies were presented to the Board.

i. OP-03 Collection Development

MOTION#2018-48: Kerry Z. moved that the FFPLB approve policy OP-03 Collection Development as presented. Seconded by Robert S.

Carried.

ii. OP-04 Computer and Internet Use

MOTION#2018-49: Robert S. moved that the FFPLB accept and adopt OP-04 Computer and Internet Use as presented. Seconded by Sheri D.

Carried.

g. Letter of Appreciation for Steven K.

MOTION#2018-50: Robert S. moved that the FFPLB authorize the Chair to write a letter of appreciation to OLS-N concerning Steven's invaluable assistance with our Strategic Plan. Seconded by June C.

Carried.

h. WHO Report Regarding Video Game Addiction

The Board discussed the necessity of keeping this issue in mind going forward as more information comes available. Caroline G. will distribute a link to the article to the Board.

i. Next Meeting Date

The Board will meet in the month of August for a Strategic Planning meeting on a date to be determined.

The next Board meeting will be September, 19th at 3:30pm in the Shaw Community Hub

6. Information Items

a. Moffat Fund

The Friends of the Museum and the Friends of the Library were successful in their Moffat Fund application. The cheque will be presented at this coming Monday's Council meeting.

7. Adjournment – 4:54pm

MOTION#2018-51: Sheri D. moved that this meeting of the Library Board be now closed. Seconded by Robert S.

Carried.