

Fort Frances Public Library and Technology Centre
Board Minutes
May 22nd, 2019

The meeting of the Fort Frances Public Library Board was held in the 52 Canadians Meeting room on Wednesday, May 22nd, 2019 at 3:30 P.M.

Board members in attendance: Robert Schulz, Andrew Hallikas, Robin Dennis, Sheri De Gagné, Michael Behan, Gord McBride, Kerry Zucchiatti

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

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

2. Call for Non-Agenda Items –

Item d) 1 Imbedded Collections

MOTION#2019-28: Kerry Z. moved to accept the agenda of May 22nd, 2019 as amended.
Seconded by Gord M. **Carried.**

3. Minutes of the Meeting

MOTION#2019-29: Robert S. moved to accept the minutes of April 18th, 2019 as amended. Seconded by Andrew H. **Carried.**

4. Business Arising from Minutes

- 5.c. Further advocacy efforts have been made, many of these efforts have been undertaken by the Dryden librarian, Dayna DeBenedet, Caroline G. has been supporting these initiatives. A website saveolsn.ca was launched, the goal of the site is to educate the public and government about what OLS-N does for libraries. Caroline G. and the Dryden librarian and Board Chair along with the Kenora librarian met with Minister Rickford to express concerns regarding the reduction of OLS-N funding. The Fort Frances Town Council will be passing a resolution regarding the funding and has already voted to endorse resolutions received from other municipalities.

MOTION#2019-30: Andrew H. moved that our board send a letter to our local media, Minister Rickford, and Minister Tibollo (Culture, Tourism, and Sport). Seconded by Kerry Z. **Carried.**

- 5.d. The Chair and CEO will be presenting the Annual Report to the Fort Frances Town Council on Monday, May 27th and the Alberton Town Council on June 12th.

5. Items for Action/Discussion

a. Library Finance Discussion

1. Library Financial Statement – April 2019

- A significant portion of our revenue is received in lump sum payments either over the summer (student grants) or in the fall (PLOG and Alberton).
- Repair line should begin increasing as Canect is starting to complete the outstanding estimates.

MOTION#2019-31: Robert S. moved to accept the financial report of April 2019. Seconded by Kerry Z. **Carried**

b. CEO Report

i. Circulation

Circulation was higher in April of this year than April of last year by 9%. Some of this increase is due to higher juvenile circulation and some of it is the result of increased equipment lending.

ii. Programming

The ukulele lessons are continuing with new sessions being offered. The same volunteers are offering very popular genealogy appointments, where they are helping people discover their family tree. Staff have discussed getting a gift of appreciation for all of the time these volunteers have given us.

iii. Incidents

There were four incidents in April. Aggregate statistics about them were shared. One incident of concern from May was shared with the Board. The police response times are always excellent, and the Library receives exemplary service from them.

MOTION#2019-32: Andrew H. moved to draft a letter to John McTaggart (Policy Services Board) to acknowledge service received at the library regarding incidents. Seconded by Robert S. **Carried.**

c. Accreditation Update

1. Pre-Audit Consultation Package

- The Board reviewed the package, discussed the contents, and made changes as appropriate.

MOTION#2019-33: Andrew H. moved that we pass the HR-12 Accessibility policy as presented and re-visit it in a year. Seconded by Kerry. Z. **Carried.**

MOTION#2019-34: Andrew H. moved that we accept the accessibility plan with changes as agreed by the Board. Seconded by Sheri D. **Carried.**

MOTION#2019-35: Robert S. moved to approve changes to HR-02 Prevention of Workplace Violence to be reviewed in November/annually. Seconded by Gord M. **Carried.**

MOTION#2019-36: Sheri D. moved to approve changes to policy OP-06 Information Services. Seconded by Gord M. **Carried.**

MOTION#2019-37: Andrew H. moved to approve changes to OP-01 pertaining to Children's and Teen Services. Seconded by Kerry. Z. **Carried.**

MOTION#2019-38: Kerry Z. moved to adopt a new policy FN-05 Respect and Acknowledgement Declaration with changes and to be reviewed within one year. Seconded by Robert S. **Carried.**

d. Strategic Plan Update

- Pre-Audit and Accreditation Audit are both included within the strategic plan and have either been completed or will be completed shortly.
- The new draft policy HR-13 Psychological Health and Safety will fulfill another performance measure

1. Imbedded Collections

- It was suggested at a recent community event that the library imbed a collection within the district jail.

MOTION#2019-39: Robert S. moved to donate books to the district jail and other organizations as selected. Seconded by Michael B. **Carried.**

e. In Camera: CEO Performance Evaluation

MOTION#2019-40: Michael B. moved to go in camera at 4:45p.m. regarding a matter about an identifiable individual. Seconded by Robert S. **Carried.**

MOTION#2019-41: Robert S. moved to accept the CEO evaluation summary and recommendations. Seconded by Kerry Z. **Carried.**

The Board moved out of camera at 5:00 p.m.

f. Policy Update

- GOV-11: Code of Conduct was deferred to the June meeting.

MOTION#2019-42: Robert S. moved to accept new policy HR-13 Psychological Health and Safety and review in 1 year. Seconded by Andrew H. **Carried.**

g. Next Meeting Date

The next Board meeting will be Wednesday, June 19th, 2019 at 3:30pm in the Shaw Community Hub

6. Information Items

a. Friends of the Library February Minutes

The idea of the storage building was brought forward at the Community Services Executive Meeting and it was well received. It was suggested that Caroline G. meet with Jason K. and Travis R. to discuss the details.

b. Grants – Canada Summer Jobs and Summer Experience Program

The Library received an additional two summer grants to which it had applied.

c. Annual Survey Public Libraries

This has been submitted.

d. Staff presentation: CELA Services at the Library

Staff member Nadine Cousineau submitted a report to the Board regarding the CELA services we provide. In addition to the listed services, we also assist patrons with their personal devices.

7. Adjournment