

Fort Frances Public Library Technology Centre – Board Minutes November 2012

The November meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, November 28, 2012 at 3:00 p.m. In attendance were: Chair J. Cunningham, A. Georgeson, R. Schulz, R. Wiedenhoeft, A. Zucchiatti, S. Tibbs, Manager of Community Services, J. Kabel, and Secretary-Treasurer A. Subnaik Kilgour. Regrets: M. Cumming

- 1. Conflict of Interest.** There were no declarations of conflict of interest at this time.
- 2. Non-agenda items.** The following items were added to the agenda:
 - a. Minutes from the November 14/15th Budget Meeting
 - b. Census Profile distributed
- 3. Minutes:**

MOTION#61: A. Zucchiatti moved to accept the minutes as circulated, November 24th, 2012. Seconded by R. Schulz. Carried.

MOTION#62: A. Georgeson moved to accept the minutes as circulated, Budget 2013 Meeting November 14/15th, 2012. Seconded by R. Wiedenhoeft. Carried.
- 4. Business Arising from Minutes.**

There were no Business items at this time.
- 5. Items for Action/Discussion:**

Board Development:

J. Cunningham explained that the Board was half way through their term, and took the opportunity to review and discuss the accomplishments, which include:

- 6 By-laws (new and amended)
- 4 new Policies
- 10 Governance Policies
- 6 Operational Policies
- Revised Job Descriptions
- New Performance Appraisal form the CEO
- The creation of Ad Hoc Committees
- Hired the new CEO
- Board Education: OLSN 7 Board Topics, Education Institute and the Networking Session
- Completion of Leadership by Design
- Amended MOU
- New Roles and Responsibility Chart

- Analyzed, thoroughly evaluated the 2013 Library Budget

J. Cunningham recommended reading the “Thin Books:”

- “The Thin Book of Appreciative Inquire”
- “The Naming of Elephants”
- “Smart People Skills”

There was a brainstorming discussion on the strategic direction for the Library and areas of interest to the Board including:

- Fundraising
- Performance Review
- Community Development and Outreach
- Creation of a formal Strategic Plan
- Continuation of Professional Development for the Board (Webinars, EI Sessions)

There was a brief discussion on communication between Board, CEO and Staff. The “Roles and Responsibilities” document was discussed. The Board will address staff when deemed necessary, in Co-operation with the CEO. The CEO will continue to submit regular reports to the Board.

R. Wiedenhoeft made reference to the news about the Resolute Lumber Mill. There was a short discussion about the news and our Budgeting Process and Timeline.

J. Cunningham discussed the membership renewals of Federation of Ontario Public Libraries (FOPL), Ontario Library Board Association (OLBA) and Ontario Library Association.

MOTION#63: R. Schulz moved to renew the FOPL and OLBA Memberships. Seconded by A. Georgeson. Carried.

There was some discussion about the 1% increase in User Fees. A. Subnaik Kilgour will make the respective changes.

MOTION#64: A. Georgeson moved to accept the proposed Users Fee Schedule as presented. Seconded by A. Zucchiatti. Carried.

MOTION#65: A. Zucchiatti moved to accept the minutes as circulated, November 24th, 2012. Seconded by R. Schulz. Carried.

MOTION#66: S. Tibbs moved that A. Zucchiatti be excused from attendance at three consecutive Board meetings beginning in January 2013. Seconded by R. Schulz. A. Zucchiatti abstained from voting. Carried.

Discussion about attendance at Super Conference 2013 ensued.

MOTION#67: R. Wiedenhoeft moved to approve sending both the CEO and Board Chair to Super Conference in 2013. Seconded by A. Georgeson. J. Cunningham abstained from voting. Carried.

A. Zucchiatti discussed his idea for a Silent Auction Fundraiser with the Board.

R. Wiedenhoeft shared his discussion with the Town Treasurer regarding tax receipts.

It was decided that a committee be formed to pursue the venture in partnership with the "Friends of the Library." This Committee will also approach the "Friends of the Library" to open up discussion about the event in the Spring of 2013.

By-Law #5 and the Roles and Responsibilities document were distributed .

The Shaw Room Policy 14 was reviewed with no amendments or alterations. A. Subnaik Kilgour was asked to update the posting in the Shaw Room with respect to Usage.

The Confidentiality and Protection of Privacy Policy OP 05 was reviewed. A discussion ensued about the enforcement of the Policy, with respect to section 3d). A. Subnaik was asked to remind staff about the Policy and ensure compliance.

There was a discussion about Cell Phone use in the Library. The Board asked A. Subnaik Kilgour to put Procedures in place to ensure that Patron usage is respectful and options are available for discussion utilizing the Discussion Room 1 and 2.

A. Subnaik Kilgour discussed the need for a Social Media Policy and will present a proposed policy at the December Board Meeting.

A. Subnaik Kilgour informed the Board that the Service Ontario Library Partnership Contract has been renewed.

A. Subnaik Kilgour informed the Board that she had connected with Gordie Galbraith regarding the outdoor electrical outlets. Gordie stated that out of the 5-6 receptacles only one works. He believes the rest may be defective. The cost for replacement is \$30/outlet plus labour. In addition, Gordie suggested the some maintenance be done on the Furnace on the North Side; it will need servicing (replacement of filters, check of valves).

There was a discussion around this information. The Board asked A. Subnaik Kilgour to check with Graham regarding the maintenance on the furnace, but hold off on replacing the receptacles.

MOTION#68: R. Wiedenhoeft moved to adjourn the meeting at 5:07 pm. Seconded by A. Zucchiatti. Carried.

Meeting adjourned at 5:07 pm.