

cc Mayor, Council  
Mark

2011-11-24

October 2011

The October meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, October 26, 2011 at 3:00 p.m. In attendance were: Chair J. Cunningham, A. Georgeson, R. Wiedenhoeft, R. Schulz, S. Tibbs, A. Zucchiatti, Manager of Community Services, G. Bell and Secretary-Treasurer M. Sedgwick.

Absent: T. Drysdale

1. Conflict of Interest There were no declarations of conflict of interest at this time.

2. Non-agenda Items The Drummond Report was added as 5e.

3. Minutes MOTION #75: A. Zucchiatti moved to accept the minutes of the meeting of September 28, 2011 as presented. Seconded by R. Schulz. Carried.

The following items were tabled for a future meeting:  
Memorandum of Understanding and Town Treasurer as Board Treasurer.

Correspondence was received from the Ministry of Tourism and Culture regarding requirements for Public Library Operating grants. This item will be included on the November agenda. This item will also be forwarded to Mayor and Council for information purposes.

The procurement policy was discussed. Revisions will be reviewed at the November meeting.

**Action: M. Sedgwick will revise the Procurement Policy.**

MOTION #76: A. Georgeson moved that the Board approves usage and adoption of the Town of Fort Frances Health & Safety policy # 5.1. Seconded by S. Tibbs. Carried.

MOTION # 77: A. Georgeson moved that the Board adopt and approves usage of the Town of Fort Frances' Workplace Harassment & Violence Policy and its appendices. Seconded by R. Schulz. Carried.

**Action: M. Sedgwick will prepare cover pages for the Health & Safety and Workplace Harassment & Violence policies for the November meeting.**

J. Cunningham, R. Schulz and M. Sedgwick will attend the Meeting with Our Peers Workshop in Dryden on October 29.

MOTION #78: R. Schulz moved to accept the CEO Performance Appraisal Policy as amended. Seconded by R. Wiedenhoeft. Carried.

Utility use comparisons between the old and new library were discussed.

M. Sedgwick reported on updates to the Strategic Plan.

The heating concern in the Librarian's office was discussed.

**Action: M. Sedgwick will investigate radiant heaters and insulated window coverings**

#### 4. Board Development

M. Sedgwick presented a report on formal and informal partnerships.

R. Schulz will submit an application for OLBA's Superconference Bursary for attendance at the OLA convention February 1 – 4, 2012.

5. Finances    MOTION #79: A. Zucchiatti moved to accept the Financial report for September. Seconded by R. Wiedenhoeft. Carried.

6. Budget    MOTION #80: R. Schulz moved to approve the 2012 budget draft as amended. Seconded by A. Zucchiatti. Carried.

7. Fundraising    This item was tabled.

8. Drummond Report    J. Cunningham will respond to the Federation of Public Libraries' request for feedback on the Drummond Report.

9. Information    The activity report for September was received.

10. Next meeting    The next meeting will be held November 23 at 3 p.m.

11. Adjournment    MOTION #81: A. Zucchiatti moved to adjourn at 5:22 p.m.