

cc Mayor, Council
mark 2011-05-31
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COUNCIL

March 2011

JUN 06 2011

ACTION

The March meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, March 23, 2011 at 4:13 p.m. The meeting was delayed in order to have a quorum. In attendance were: Chair J. Cunningham, R. Schulz, S. Tibbs, R. Wiedenhoeft, Manager of Community Services G. Bell and Secretary-Treasurer M. Sedgwick.

Regrets: A. Zucchiatti, A. Georgeson, T. Drysdale

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

2. Agenda The agenda was amended to include: 5e. Budget

3. Minutes MOTION #19: S. Tibbs moved to accept the minutes of the meeting of February 23, 2011 & amended. Seconded by R. Schulz. Carried.

Building deficiencies were discussed. A meeting with the Architect and the Building Committee will be set up.

M. Sedgwick reported that it is common practice for a public library to adopt municipal policies as their own with amendments as required. The Human Resources Manager is currently revising municipal policies relating to Bill 168. Once risk management procedure are established, training will take place.

4. Board Training Board members were asked to complete the Leadership by Design Gap Analysis. R. Schulz volunteered to accept the packages, complete the matrix and report on the results at the April meeting.

ACTION: Board members will complete the seven page Leadership by Design Gap Analysis and return to R. Schulz by April 6.

5. Webinars Governance Tools is the topic of the webinar on March 31 at 6:30 p.m.

Action: M Sedgwick will register the Board for the webinar – Meeting Management on April 21.

6. Policies The draft Travel Policy was discussed. This policy will be brought forward for approval at the April meeting.

7. Staff The preliminary report of Staff Reorganization was presented. Job descriptions will be presented at the April meeting.

8. Finances MOTION #17: R. Wiedenhoeft moved to accept the financial report for February 2011. Seconded by R. Schulz. Carried.

The 2011 budget has been reduced by \$19,760. The CEO will present possible solutions at the April meeting.

ACTION: M. Sedgwick will prepare a report on possible reductions in the budget in the amount of \$19,760.

9.. Information The Activity Report for February was received.
Items

ACTION: M. Sedgwick will report on Shaw Community Hub bookings at the April meeting.

10. Next Meeting The next meeting will be held on April 27 at 3 p.m.

11. Adjournment MOTION #21: S. Tibbs moved to adjourn at 5:30 p.m.