

Fort Frances Public Library and Technology Centre
Board Minutes
April 18th, 2019

The meeting of the Fort Frances Public Library Board was held in the Library on Thursday,
April 18th, 2019 at 3:30 P.M. in the Shaw Community Hub

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

Staff: CEO/Secretary-Treasurer - Caroline Goulding

Regrets: Manager Community Services – Jason Kabel, Kerry Zucchiatti

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

2. Call for Non-Agenda Items – None.

MOTION#2019-21: Sheri D. moved to accept the agenda of April 18th, 2019 as amended.
Seconded by Gord M. **Carried.**

3. Minutes of the Meeting

MOTION#2019-22: Sheri D. moved to accept the minutes of March 20th, 2019 as amended. Seconded by Robert S. **Carried.**

4. Business Arising from Minutes

- 5.a.3. The PLOG and donation issues are fully resolved
- 6.b. A majority of board members have completed AODA training

5. Items for Action/Discussion

a. Library Finance Discussion

1. Library Financial Statement – December 2018

- There was a small EHT adjustment. These statements will not be final until the audit is complete as further changes could be made.

2. Library Financial Statement – March 2019

- Large chunks of revenue is received as lump sums later in the year, compared to this point last year our revenue is on track
- The new maintenance person continues to be of great help
- Another one of the parking signs was destroyed. Caroline G. spoke to Bylaw and Public Works to identify a solution. Once the ground thaws we will be installing concrete columns and affixing the signs to those.

MOTION#2019-23: Andrew. moved to accept the financial reports of December 2018 and March 2019. Seconded by Mike B. **Carried**

b. CEO Report

i. Circulation

Circulation was higher in March of this year than March of last year by 7%, continuing the trend since November.

ii. Programming

Staff have changed the way programming numbers are recorded in order to be able to track partners and volunteers better. We hosted another baby food making workshop. We are partnering with UNFC and RRDSB and hosting a class that is working on a project to bring slam ball to the community. We will be housing four slamball kits for check out over the summer.

iii. Incidents

There were four incidents in March. Aggregate statistics about them were shared. Overall the number of incidents are down this year compared to last year.

c. OLS Budget Cuts

- Caroline G. distributed and reviewed a document outlining all of the services that our library relies on the Ontario Library Services for, their current costs, and an estimation of what the costs would increase to if those services were cut. The Ontario Library Services had their budgets cut by 50%, these cuts will have serious and outsized impacts on northern and rural libraries.
- We rely on the OLSes for our Integrated Library System, Overdrive/Libby, eResources, bulk and consortia purchasing, vendor discounts, professional and Board development resources and training, the Connectivity Grant, Materials pools, the Ontario Public Library Guidelines and Accreditation Council, and InterLibrary Loan
- The Board discussed possible advocacy directions they could take. Cuts have not yet been decided by OLS management teams. The Board decided to follow the lead set by the OLS-N Board and focus on educating the public on what the Ontario Library Services do and what the impact on local services could be.
- The Dryden Public Library's CEO is organizing some grassroots advocacy efforts. An interview has been done by both OLS CEOs regarding the cuts.

d. Draft Annual Report

- Caroline G. presented a draft version of the Annual Report to the Board
- This report is the first to move all of the analysis into the Annual Performance Measurement Indicators and Statistics Report and focus on telling the story of the Library in the past year.

e. Draft Annual Performance Measurement Indicators and Statistics Report

- Caroline G. presented and reviewed a draft version of the APMIS report to the Board. The statistics have been used to guide decision making in the next year. Caroline G. compared the Strategic Plan to the data results within the report to prioritize objectives.
- Board members suggested changes to the report.

MOTION#2019-24: Robert S. moved to pass the draft annual report with the changes (2018). Seconded by Gord M. **Carried.**

f. Accreditation Update

- Board member completion of AODA has moved us closer to applying for accreditation

g. Strategic Plan Update

- One performance measure has been completed as updated SROI and ROI figures were included within the 2018 Annual Performance Measures Indicators and Statistics report

h. Draft Code of Conduct

- The Code of Conduct adopted by the Town was shared
- Caroline G. will create a simpler document that will be applicable to the Board, in the definitions section of the Town's the Board is excluded. She will also touch base with the Town Clerk regarding the Integrity Commissioner

MOTION#2019-25: Gord M. moved to direct Caroline to make any necessary changes to the Code of Conduct (ToFF) for Board review. Seconded by Sheri D. **Carried.**

i. Friends Letter

- The President of the Friends of the Library sent a letter to the Chair regarding their commitment to fund the construction of a storage building. The request should be brought forward to the Community Services Executive.

MOTION#2019-26: Robert S. moved for the Chair to send a letter to the Manager of Community Services (Jason) to go forward with the project of a storage building for library purposes. Seconded by Gord M. **Carried.**

j. Policy Update

- In keeping with the policy review schedule, two policies were reviewed and edited.

MOTION#2019-26: Sheri D. moved to amend Policy FN-02 Vision Statement with the changes communicated to the Board and change to a four year term. Seconded by Mike B. **Carried.**

MOTION#2019-27: Sheri D. moved to amend Policy OP-22 The Library and Elections with the changes communicated to the Board and change to a four year term. Seconded by Robert S. **Carried.**

k. Next Meeting Date

The next Board meeting will be Wednesday, May 22nd, 2019 at 3:30pm in the Shaw Community Hub

6. Information Items

a. Friends of the Library February Minutes

b. CEO Performance Evaluation

The evaluation package was distributed. Each Board member will complete the evaluation and forward their submission to the Chair, who will compile a report.

7. Adjournment