

**MINUTES OF A MEETING OF THE  
RAINY RIVER PUBLIC LIBRARY BOARD**

<b>Date</b>	August 18, 2020	<b>Time</b>	7:00 p.m.-8:05 p.m.
<b>Chair / Facilitator</b>	MOEN, Donna	<b>Recorder</b>	DAWBER, Michael

Signature of Chair / Facilitator: \_\_\_\_\_ Signature of Recorder: \_\_\_\_\_

<b>Present</b>	DAWBER, Michael; McDONALD, Donna; MCGREEVY, Bob; MOEN, Donna; ROBINSON, Anna; WHIFFIN, Sandra.
<b>Regrets</b>	HARTNELL, Andrew; NEILSON, Shawn.

0.0	CALL TO ORDER	Chair Donna Moen called the meeting to order at 7:00 p.m.	
1.0	APPROVAL OF AGENDA	The following items were added to the agenda: 5.v – Fundraising (Anna Robinson); 6.i – Library Facility (Donna McDonald). <b>MOTION 2020:26 [Donna McDonald / Anna Robinson] “THAT the Agenda be approved as amended.”</b> <i>Carried.</i>	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF JUNE 9, 2020	<i>See Document Set A.</i> Two typos were identified and corrected prior to the meeting. <b>MOTION 2020:27 [Donna McDonald / Anna Robinson] “THAT the minutes of the meeting of June 9, 2020, be approved as presented.”</b> <i>Carried.</i>	<b>ACTION: CEO Michael Dawber will post the approved minutes to the Library website.</b>
4.0	CURRENT MEETING BUSINESS – Decision Items i. CEO’s Report	<i>See Document Set B.</i> CEO Michael Dawber provided a full update on Library activities since the last meeting in June. His report included the emailed updates sent in July. The Library reopened for Stage 3 public service on August 4. Traffic is returning to more normal levels. The application to the Emergency Community Support Fund has been submitted and is under review. An application to the Seniors Community Grant program was not completed	

		<p>due to insufficient staff time and restrictions on the staffing portion of the grant. Emma Olson has been hired as our Summer Experience Program student through ‘til December 31, 2020. <b>MOTION 2020:33 [Donna McDonald / Anna Robinson] “THAT the CEO’s Report be received and read.” Carried. MOTION 2020:28 [Anna Robinson / Donna McDonald] “THAT the Board confirms the authorization of the CEO to apply to the Emergency Community Support Fund – Red Cross for \$8,429.” Carried.</b></p>	
	ii. Financial Report	<p><i>See Document Set C.</i> The Board reviewed disbursements for June and July 2020. Dawson Township has added a 3% increase to their 2020 levy. <b>MOTION 2020:29 [Anna Robinson / Donna McDonald] “THAT Disbursements for June and July 2020 in the amount of \$11,202.86 be approved as paid.” Carried. MOTION 2020:30 [Anna Robinson / Bob McGreevy] “THAT the CEO be authorized to transfer \$4,798 in 2020/21 Pay Equity funding to reserves – funds to be applied to the 2021 Budget.” Carried.</b></p>	<b>ACTION: CEO Michael Dawber will make the approved transfer to reserves.</b>
	iii. Policy PE17 (Mandatory Mask Use During COVID-19 Pandemic)	<p><i>See Document Set D.</i> The Board reviewed the mask use policy now required by order of the Northwestern Health Unit. The policy relied on a template from the Health Unit to ensure completeness and compliance. <b>MOTION 2020:31 [Anna Robinson / Bob McGreevy] “THAT Policy PE17 (Mandatory Mask Use During COVID-19 Pandemic) be approved as presented.” Carried.</b></p>	<b>ACTION: CEO Michael Dawber will post the policy</b>
	iv. Occupational Health & Safety Report dated August 8, 2020	<p><i>See Document Set E.</i> The Board expressed its frustration with the on-going lack of response from the landlord regarding multiple facility issues – in particular, repairs to the floor and replacement of the window broken during the break-in in January 2020. The Board reviewed a letter</p>	<b>ACTION: CEO Michael Dawber will post the updated policies to the Library website.</b>

		from the office of MPP Greg Rickford that indicated there was no immediate solution to the problem available through COVID-19-related regulations. <b>MOTION 2020:32 [Anna Robinson / Bob McGreevy] “THAT the Occupational Health and Safety Report dated August 8, 2020, be received and read.” Carried.</b>	
	v. Fundraising (Anna Robinson)	Trustee Anna Robinson reported on progress in securing items for the proposed Silent Auction in October. To date, she has purchased 17 items. Another eight have been donated directly to the Library. There was also a round-table discussion about the Friends of the Library, with general agreement to create a recruitment flyer for all Trustees to use. A promotional flyer in support of the 65 <sup>th</sup> Anniversary Cookbook will be mailed out in the next 10 days. Trustee Sandy Whiffin asked the Board to reconsider the photo contest fundraiser, eliminating the calendar portion of the effort but adding a \$25 entry fee.	<b>ACTION: CEO Michael Dawber will circulate the completed Friends of the Library recruitment flier.</b> <b>ACTION: Trustees will approach possible new Friends members for recruitment.</b> <b>ACTION: CEO Michael Dawber will report back on the viability of the photo contest.</b>
5.0	CURRENT MEETING BUSINESS – Discussion Items	none	
6.0	CURRENT MEETING BUSINESS – FYI Items I. Library Facility (Donna McDonald)	Trustee Donna McDonald shared information regarding the town facility housing the fire department and fix-it club. There was additional discussion about other potential spaces for the Library.	<b>ACTION: Board Chair Donna Moen and Vice-Chair Bob McGreevy will speak with Town Clerk Veldron Vogan regarding the Library’s facility needs.</b>
7.0	NEXT MEETING [#05-20]	At the call of the Chair	
8.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 8:05 p.m.	

/msd