

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

Date	December 18, 2018	Time	7:05 p.m. - 8:20 p.m.
Chair / Facilitator	SOPOTIUCK, Norina	Recorder	DAWBER, Michael

Signature of Chair / Facilitator: _____ Signature of Recorder: _____

Present	DAWBER, Michael; HARTNELL, Andrew; McDONALD, Donna; McGREEVY, Bob; NEILSON, Shawn; ROBINSON, Anna; SOPOTIUCK, Norina; WITTICH, Jodi.
Regrets	MOEN, Donna

1.0	CALL TO ORDER APPROVAL OF AGENDA	MOTION 2018:54 [Bob McGreevy / Andrew Hartnell] “THAT the Agenda be approved as distributed.” <i>Carried.</i>	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF NOVEMBER 6, 2018	<i>See Document Set A.</i> MOTION 2018:55 [Bob McGreevy / Shawn Neilson] “THAT the minutes of the meeting of November 6, 2018, be received and read.” <i>Carried.</i>	ACTION: CEO Michael Dawber will post the minutes to the Library website
4.0	CURRENT MEETING BUSINESS – DECISION ITEMS i. CEO’s Report	<i>See Document Set B.</i> CEO Michael Dawber discussed the Library’s recent activities. The Library Board will formulate a fundraising plan for 2019 at the January meeting. The circulation statistics for November 2018 showed a drop vs. November 2017, but Michael confirmed this did not represent a long-term concern. However, the net loss of about 50 town memberships over the last two years – stemming mainly from the town’s on-going loss of population – is of concern and needs further study. The results of the 2018 Typical Week – an annual survey required by the province – were reviewed but were of limited use. MOTION 2018:56 [Anna Robinson / Andrew Hartnell] “THAT the CEO’s report be received and read.”	ACTION: All trustees will bring fundraising ideas to the January meeting.

		<i>Carried.</i>	
	ii. Financial Report	<p><i>See Document Set C.</i> CEO Michael Dawber confirmed the Library would end 2018 marginally in the black. A single private donation of \$10,000 made the difference. The 2018/19 Pay Equity funding and \$3,400 drawn from reserves needed to be returned to reserves for use in 2019. MOTION 2018:57 [Norina Sopotiuuck / Bob McGreevy] “THAT Disbursements for October and November 2018 in the amount of \$15,438.11 be approved as paid.” <i>Carried.</i> MOTION 2018:58 [Donna McDonald / Bob McGreevy] “THAT the Board authorizes the transfer of \$8,198 to reserves for use in the 2019 budget year.” <i>Carried.</i></p>	ACTION: CEO Michael Dawber will move funds to reserves as directed.
	iii. Appointment of Friends Liaison	There was general agreement that Donna McDonald would serve as the Friends of the Library liaison for 2019.	
	iv. Designation of Emergency Contacts	Bob McGreevy and Andrew Hartnell volunteered to serve as emergency contacts for Library staff.	
5.0	CURRENT MEETING BUSINESS – DISCUSSION ITEMS i. Policy Review: Policy SE9 (Freedom of Information and Protection of Privacy)	<i>See Document Set D.</i>	ACTION: Trustees will review this policy for discussion at the January meeting.
	ii. How it Works: What’s a MARC Record?	<i>See Document Set E.</i> CEO Michael Dawber briefly discussed the MARC format and its importance to the work of the Library. Further “How it Works” spotlights on service delivery will follow at future meetings.	
6.0	Current Meeting Business – FYI ITEMS: i. Capacity Building Project: Read “The Imperfect Board Member”	<i>Refer to book distributed at the meeting.</i>	ACTION: Trustees will read the first three chapters for discussion at the January meeting.

7.0	Next Meeting	Tuesday, January 29, 2019, 7 p.m. in the Library	
8.0	Adjournment	With no remaining business, the meeting adjourned at 8:20 p.m.	

/msd