

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

Date	December 2, 2015
Chair / Facilitator	ARMSTRONG, Linda

Time	5:35 p.m. – 6:35 p.m.
Recorder	DAWBBER, Michael

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

Present	ARMSTRONG, Linda; DAWBER, Michael; MAXFIELD, Jen; MOEN, Donna; PATER, Heather; PROST, Gordon; WITTICH, Jodi.
Regrets	<i>None</i>

1.0	APPROVAL OF AGENDA	<p>Motion 2015:64 [Gordon Prost / Donna Moen] “THAT the Agenda be approved as amended.” <i>Carried.</i> Three additional documents were distributed: a letter, dated November 18, 2015, from the Atikokan Public Library Board re: the Student eBook project; the Library Circulation & Activity Stats report for November 2015; and the 2015 Typical Week Report.</p>	
5.0	CURRENT MEETING BUSINESS – DISCUSSION ITEMS i. Privacy of Personal Contact Information – Procedures [G. Prost]	<p><i>See Documents E and I.</i> There was consensus to move directly to item 5.0, Current Meeting Business – Discussion Items. The Board had a vigorous discussion regarding the privacy of trustees’ personal contact information, in the context of the unexpected phone calls made by Andrew Hallikas. There was no consensus as to how this question should be settled. Trustee and staff contact</p>	<p>ACTION: Board Chair Linda Armstrong will consider speaking with Andrew Hallikas.</p> <p>ACTION: All Trustees will review the draft letter regarding our withdrawal</p>

<p>ii. Student eBook Consortium; Letter, dated November 16, 2015, from Fort Frances Library Board; Letter, dated November 18, 2015 from Emo Library Board.</p>	<p>information remains private under Board Policy SE9 and can only be released with prior consent.</p> <p>There was a vigorous discussion regarding the Student eBook Project. Concerns were expressed regarding the 42 patron records sent from the Fort Frances Library, as the records include out-of-area patrons, obvious errors and non-resident patrons who have been classified as “served” [sic]. There was concern about the continued failure of the Fort Frances Library to pay the promised non-resident fees equal to 70% of the projected non-resident student enrolment in the Rainy River area. Retention of any Rainy River patron data by Fort Frances Library is not authorized and may contravene s.28 of the <i>Public Libraries Act</i>. The Ministry of Tourism, Culture & Sport declined to offer advice on that matter. Note that the CEO is the information and privacy officer of the Library under Policy SE9 and is therefore already authorized by the Board to conduct inquiries related to privacy issues. There was consensus that, in the absence of any resolution to concerns already expressed, the withdrawal of the Library from the project would proceed on February 10, 2016. Board Chair Linda Armstrong will consider speaking again with Andrew Hallikas. All Trustees were asked to review the draft response letter from CEO Michael Dawber and to provide feedback to the group in a timely manner.</p>	<p>from the student eBook project and will provide feedback to the group in a timely manner.</p>
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2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF OCTOBER 20, 2015	<i>See Document Set A. MOTION 2015:65 [Donna Moen / Gordon Prost] “THAT the minutes of the meeting of October 20, 2015, be approved as presented.” Carried.</i>	
4.0	CURRENT MEETING BUSINESS – DECISION ITEMS i. CEO’s Report	<p><i>See Document Set B. CEO Michael Dawber reviewed recent activities and the draft submission to the Culture Strategy consultations.</i></p> <p>MOTION 2015:66 [Donna Moen / Gordon Prost] “THAT the CEO be authorized to make all necessary arrangements for the hiring, training and payment of the Student Internet Access Assistant, position to begin January 1, 2016.” Carried.</p> <p>MOTION 2015:67 [Gordon Prost / Donna Moen] “THAT the Board approves the submission to the Ontario Culture Strategy Consultations, as shown in Document B.” Carried.</p> <p>MOTION 2015:68 [Gordon Prost / Donna Moen] “THAT the Board accepts with regret the resignation of Trustee Gill Stamler, effective October 20, 2015.” Carried.</p>	ACTION: CEO Michael Dawber will release the Student Internet Access Assistant job posting as soon as possible.
	ii. Financial Report.	<i>See Document Set C. Motion 2015:69 [Heather Pater / Jen Maxfield] “THAT Disbursements for October 2015 in the amount of \$4,724.97 be approved as paid.” Carried.</i>	
	iii. Occupational Health & Safety Inspection, dated November 21, 2015	<i>See Document Set D. CEO Michael Dawber reported that the landlord had sent Tim Nordin to inspect the main door lock and that he recommended no</i>	ACTION: CEO Michael Dawber will send a letter to the landlord requesting

		repairs. Motion 2015:70 [Jen Maxfield / Heather Pater] “THAT the Occupational Health & Safety Inspection dated November 21, 2015, be received and read.” Carried.	replacement of the main door lock, and will alert Service Ontario about this request.
	iv. Policy Review – PE9, PE11	<i>Refer to documents presented at the October 20 meeting.</i> There was consensus to remove all references to the cashbox from Policy PE11. MOTION 2015:71 [Heather Pater / Jen Maxfield] “THAT Policies PE9 and PE11 be approved as amended and presented.” Carried.	ACTION: CEO Michael Dawber will update the wording of Policy PE11 and distribute to the group.
6.0	CURRENT MEETING BUSINESS – FYI Items i. Policy PE6 (Vacations & Leave) ii. Extract of Board Agendas, Minutes, Policies and Contact information from the Library Website iii. Town Council Motion 15-150 re eBook Pricing	<i>Refer to Document Sets F, G & H.</i>	ACTION: Trustees will review Policy PE6 for discussion in January.
7.0	NEXT MEETING [01-16]	Tuesday, January 19, 7 p.m. There was consensus that CEO Michael Dawber would consult with all Trustees about the annual supper, to take place in Jan. ‘16.	
8.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 6:35 p.m.	

/msd