

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

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| Date | December 7, 2016 |
| Chair / Facilitator | PROST, Gordon |

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| Time | 5:05 p.m.-5:50 p.m. |
| Recorder | DAWBER, Michael |

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

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| Present | DAWBER, Michael; EWALD, Debbie; MAXFIELD, Jen; PATER, Heather; PROST, Gordon; SOPOTIUCK, Norina; WITTICH, Jodi. |
| Absent | MOEN, Donna. |

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| 1.0 | APPROVAL OF AGENDA | The following items were added to the Agenda: 4.6, NewGold; 4.7, Large Print Pool; 4.8, Volunteer Awards. Motion 2016:65 [Debbie Ewald / Heather Pater] "THAT the Agenda be approved as amended." Carried. | |
| 2.0 | CONFLICT OF INTEREST DECLARATION | | |
| 3.0 | MINUTES OF THE MEETING OF NOVEMBER 1, 2016 | <i>See Document Set A. Motion 2016:66 [Norina Sopotiuick / Debbie Ewald] "THAT the Minutes of the meeting of November 1, 2016, be approved as presented." Carried.</i> | ACTION: CEO Michael Dawber will post the approved minutes to the Library website. |
| 4.0 | CURRENT MEETING BUSINESS – DECISION ITEMS | | |
| | i. CEO's Report | <i>See Document Set B and additional documents handed out at the meeting. CEO Michael Dawber reviewed Library activities in November. The staff report on the workplace violence prevention plan (required by Bill</i> | ACTION: The Board will respond to recommendations of the Bill 168 report for the January |

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| | | 168) was presented with two recommendations to the Board. The requested activity stats on internet usage by municipality of origin confirmed 38.5% of all usage was made by Dawson Township residents. Motion 2016:67 [Debbie Ewald / Heather Pater] “THAT the CEO’s report be received and read.” Carried. | 2017 meeting. ACTION: Library staff will continue to collect the internet usage by municipality stats until further notice. |
| | ii. Financial Report | <i>See Document Set C.</i> CEO Michael Dawber noted the 2016-17 Ontario Library Capacity Fund grant had not yet arrived. As a result, the planned spending of the grant money is on hold until the cheque arrives. He also recommended that the Pay Equity funding be used for maintenance of pay equity in 2017. Motion 2016:68 [Jen Maxfield / Debbie Ewald] “THAT Disbursements for October and November 2016 in the amount of \$11,357.10 be approved as paid.” Carried. Motion 2016:72 [Heather Pater / Jen Maxfield] “THAT the Board authorizes the CEO to transfer \$4,798 in pay equity funding to reserves – funds to spent for maintenance of pay equity in 2017.” | |
| | iii. Lease for 334 4 th St | <i>See Document Set D.</i> Motion 2016:69 [Heather Pater / Jen Maxfield] “THAT the Board approves the 2017-21 Lease for 334 4th Street as presented, and authorizes the CEO and Board Chair to sign the agreement.” Carried. | ACTION: CEO Michael Dawber will forward the signed lease to Wade Friesen. |
| | iv. Occupational Health & Safety Inspection Report, dated November 26, 2016 | <i>See Document Set E.</i> CEO Michael Dawber noted that the light in the rear parking area was still not working. The matter will be referred back to the landlord for action. Motion 2016:70 [Debbie Ewald / Jen Maxfield] | |

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| | | “THAT the Occupational Health & Safety Inspection Report dated November 26, 2016, be received and read.” Carried. | |
| | v. Policy Review – SE18 (Healthy Meetings & Events) | <i>Refer to policy distributed at November meeting.</i> Motion 2016:71 [Jen Maxfield / Heather Pater] “THAT Policy SE18 (Healthy Meetings and Events) be approved as presented.” Carried. | ACTION: CEO Michael Dawber will forward the amended policy to Saralyn Semeniuk at the Health Unit. |
| | vi. NewGold | Motion 2016:73 [Heather Pater / Debbie Ewald] “THAT the Board authorizes the CEO to submit a grant application to NewGold for \$900 in support of a children’s audiovisual centre, as presented.” Carried. | ACTION: CEO Michael Dawber will send the completed grant application to Stacey Jack. |
| | vii. Large Print Pool | There was consensus to join the 2017-20 Large Print Pool offered by OLS-North. It was confirmed that for the \$950 purchase price of the block, the Library would receive 12 shipments of 25 titles (375 books total) over the lifetime of the agreement. The final shipment will become the property of the Library. Motion 2016:74 [Norina Sopotiuick / Heather Pater] “THAT the Board approves participation in the OLS-North Large Print Pool at a total cost of \$950 for three years.” Carried. | ACTION: CEO Michael Dawber will send the completed pool contract to OLS-North. |
| | viii. Volunteer Awards | There was consensus to put forward the names of Library volunteers for the Ontario Volunteer Awards. | ACTION: CEO Michael Dawber will send the necessary application. |
| 5.0 | Current Meeting Business – DISCUSSION ITEMS i. Letter, dated Nov. 9 ’16, from Sandra Weir, RRDSSAB, re: Heritage House Book Deposit | <i>See Document Sets F and G.</i> | ACTION: Trustees will review policy SE13 for discussion at the next meeting. ACTION: Mayor Debbie |

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| | ii. Policy Review – SE13 (Community Information & Public Posting) | | Ewald will discuss the Heritage House Book Deposit closure with Sandra Weir. |
| 6.0 | Current Meeting Business – FYI ITEMS | <i>none</i> | |
| 7.0 | Board Officer Elections for 2016-17 | <i>By consensus, CEO/Librarian Michael Dawber assumed the chair as Returning Officer.</i> | |
| | 1. Board Chair | For the Position of Chair of the Library Board – 1. Gordon Prost was nominated by Debbie Ewald, seconded by Heather Pater. Nomination accepted | |
| | 2. Vice-Chair | For the Position of Vice-Chair of the Library Board – 1. Jen Maxfield was nominated by Heather Pater, seconded by Gordon Prost. Nomination accepted. | |
| | | <i>Gordon Prost and Jen Maxfield were declared elected by acclamation.</i> | |
| | | <i>Gordon Prost resumed the chair at 5:45 p.m.</i> | |
| 8.0 | NEXT MEETING [#01-17] | Tuesday, January 24, 2017 – 7 p.m. | |
| 9.0 | ADJOURNMENT | With no remaining business, the meeting adjourned at 5:50 p.m. | |
| | | <i>The meeting was followed by the annual holiday supper.</i> | |

/msd