

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

Date	December 7, 2021	Time	6:02 p.m.-6:58 p.m.
Chair / Facilitator	MOEN, Donna	Recorder	DAWBER, Michael

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

Present	DAWBER, Michael; DESSERRE, Kim; EWALD, Mayor Deb; McDONALD, Donna; MOEN, Donna.
Electronic Attendance	ROBINSON, Anna.
Absent	<i>none</i>

0.0	CALL TO ORDER	Chair Donna Moen called the meeting to order at 6:02 p.m. The Board welcomed newly-appointed Trustee Kim Desserre.	
1.0	APPROVAL OF AGENDA	MOTION 2021:37 [Deb Ewald / Kim Desserre] "THAT the Agenda be approved as presented." Carried.	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	ELECTION OF OFFICERS FOR 2021-22	<p>By consensus, CEO Michael Dawber was appointed Election Officer and temporarily assumed the chair.</p> <p>There were two positions to fill: Board Chair, and Vice-Chair.</p> <p>For the position of Board Chair: Donna Moen was nominated by Deb Ewald, seconded by Donna McDonald. Donna Moen accepted the nomination and was elected by acclamation.</p> <p>For the position of Vice-Chair: 1. Deb Ewald was nominated by Donna McDonald, seconded by Donna</p>	<p>ACTION: CEO Michael Dawber will make the necessary arrangements with Alterna Credit Union to add Donna McDonald and remove Bob McGreevy from the signing authority list.</p> <p>ACTION: Vice-Chair Donna McDonald will visit Alterna Credit Union to complete the required signing authority forms.</p>

		<p>Moen. Deb declined the nomination. 2. Donna McDonald was nominated by Anna Robinson, seconded by Deb Ewald. Donna accepted the nomination and was elected by acclamation.</p> <p>Donna Moen resumed the chair.</p>	
4.0	MINUTES OF THE MEETING OF OCTOBER 19, 2021	<p><i>See Document Set A. MOTION 2021:38 [Donna McDonald / Deb Ewald] “THAT the minutes of the meeting of October 19, 2021, be approved as presented.” Carried.</i></p>	<p>ACTION: CEO Michael Dawber will post the approved minutes to the Library website.</p>
5.0	<p>CURRENT MEETING BUSINESS – Decision Items</p> <p>i. CEO’s Report and</p> <p>i.a. Wage Grid – New Minimum Wage</p>	<p><i>See Document Set B.</i> CEO Michael Dawber provided a full update on Library activities since the last meeting in October. The Library’s application to the Ontario Seniors Community Grant program was approved for \$24,332. The grant will support eBook collections and training. A temporary override of our Financial Control policy is required until a new signing officer replaces Bob McGreevy. On-going issues with the library facility were discussed. MOTION 2021:39 [Kim Desserre / Donna McDonald] “THAT the CEO’s Report be received and read.” Carried. MOTION 2021:40 [Deb Ewald / Donna McDonald] “THAT the Board confirms the memo dated November 19, 2021, regarding temporary financial control measures.” Carried.</p>	
	ii. Financial Report	<p><i>See Document Set C.</i> The Board reviewed the Library’s financial position and expenditures for October. There was a discussion regarding a delinquent library account owing \$752 in fines. It is extremely rare for accounts to accumulate fines this large. CEO Michael Dawber reported he had been given conflicting advice on whether or not this matter could be dealt with by police. There was general agreement that the matter should be reported to either the OPP or Treaty Three Police as theft. There was</p>	<p>ACTION: CEO Michael Dawber will contact either the OPP or Treaty Three Police regarding the large outstanding fine.</p>

		<p>general agreement that the Library’s wage grid would be updated for 2022 to reflect the new \$15/hour minimum wage. MOTION 2021:41 [Kim Desserre / Deb Ewald] “THAT the revised wage grid be adopted effective Pay 1 of 2022.” Carried. MOTION 2021: 42 [Donna McDonald / Kim Desserre] “THAT disbursements for October 2021 in the amount of \$6.360.50 be approved as paid.” Carried.</p>	
	<p>iii. Policy Review – PE12 (Volunteers), PE15 (Travel)</p>	<p><i>See Document Sets D and E.</i> CEO Michael Dawber confirmed the Travel policy had been updated to match the Town’s policy. MOTION 2021:43 [Deb Ewald / Donna McDonald] “THAT Policies PE12 (Volunteers) and PE15 (Travel) be approved as presented.” Carried.</p>	<p>ACTION: CEO Michael Dawber will post the revised policies to the Library website.</p>
6.0	<p>CURRENT MEETING BUSINESS – Discussion Items i. Policy Review – PE13 (Performance Appraisal), GO2 (Record Retention)</p>	<p><i>See Document Sets F and G.</i> Minor corrections were recommended for PE13. Policy GO2 will also be updated with cross-referenced to current legislation. Due to the scope of that task – and the time required to complete it – GO2 will be brought back for final approval at the meeting in February 2022 rather than January 2022.</p>	<p>ACTION: CEO Michael Dawber will update the policies as directed.</p>
7.0	<p>CURRENT MEETING BUSINESS – FYI Items Current Meeting Business – FYI ITEMS i. Email, dated October 22, 2021, from OLS, re: Board Assembly Appointments ii. Letter, dated November 1, 2021, from Raymond Cho, Minister for Seniors and Accessibility, re: Seniors Community Grant iii. Email, dated November 8, 2021, from OLS re: Irreversible Damage iv. Email, dated November 15, 2021, from OLS, re: Connecting Public Libraries Initiative v. Letter, dated November 16, 2021, from Bob McGreevy re: resignation</p>	<p><i>See Document Sets H, I, J, K, and L.</i> There was discussion regarding the new Board Assembly structure for Ontario Library Service (OLS). Although there were concerns about the size and inefficiency of the structure, the Board agreed to send a representative to future meetings. MOTION 2021:44 [Deb Ewald / Kim Desserre] “THAT Anna Robinson be nominated to the OLS Board Assembly.” Carried.</p>	<p>ACTION: CEO Michael Dawber will notify OLS that Trustee Anna Robinson has been appointed to the Board Assembly, and therefore she needs to be included on the Assembly’s email distribution list.</p>

8.0	NEXT MEETING [#01-22]	Tuesday, January 18, 2022 – 6 p.m. in the Library	
9.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 6:58 p.m.	

/msd