

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

<b>Date</b>	February 16, 2017
<b>Chair / Facilitator</b>	PROST, Gordon

<b>Time</b>	7:00 p.m.-7:45 p.m.
<b>Recorder</b>	DAWBER, Michael

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

<b>Present</b>	DAWBER, Michael; MAXFIELD, Jen; MOEN, Donna; PATER, Heather; PROST, Gordon; SOPOTIUCK, Norina.
<b>Regrets</b>	none

1.0	APPROVAL OF AGENDA	The following item was added to the agenda: 5.iii – Provincial Library Funding Review Summary. <b>Motion 2017:08 [Heather Pater / Donna Moen] “THAT the Agenda be approved as amended.” Carried.</b>	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF JANUARY 24, 2017	<i>See Document Set A.</i> <b>Motion 2017:09 [Donna Moen / Heather Pater] “THAT the Minutes of the meeting of January 24, 2017, be approved as presented.” Carried.</b>	<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 reviewed Library activities in January and February. He confirmed that, unfortunately, the Seniors Home Delivery Service grant had not been a successful project and that most of the funds would have to be	

		returned to the Seniors' Secretariat. However, the Library's new connection to the Manitoba fill service was working well after resolution of some technical issues. <b>Motion 2017:10 [Heather Pater / Donna Moen] "THAT the CEO's report be received and read."</b> <i>Carried.</i>	
	ii. Financial Report	<i>See Document Set C.</i> <b>Motion 2017:11 [Heather Pater / Donna Moen] "THAT Disbursements for January 2017 in the amount of \$8,716.80 be approved as paid."</b> <i>Carried.</i>	
	iii. Annual Report for 2016	<i>See Document Set D.</i> The Board noted the excellent usage statistics for the Library in 2016. <b>Motion 2017:12 [Jen Maxfield / Norina Sopotiuick] "THAT the Annual Report for 2016 be approved as presented."</b> <i>Carried.</i>	<b>ACTION: CEO Michael Dawber will distribute the approved report.</b>
	iv. 2017 Summer Experience Program (SEP) Grant	<i>See Document Set E.</i> <b>Motion 2017:13 [Norina Sopotiuick / Jen Maxfield] "THAT the CEO is authorized to apply to the 2017 Summer Experience Program to a maximum of \$2,979 for one summer student employee."</b> <i>Carried.</i>	<b>ACTION: CEO Michael Dawber will file the application in Grants Ontario.</b>
	v. Policy Review – SE14 (Reference and Information Services)	<i>Refer to policy distributed at January meeting.</i> <b>Motion 2017:14 [Jen Maxfield / Norina Sopotiuick] "THAT Policy SE14 (Reference &amp; Information Services) be approved as presented."</b> <i>Carried.</i>	<b>ACTION: CEO Michael Dawber will post the reviewed policy on the Library website.</b>
5.0	Current Meeting Business – DISCUSSION ITEMS i. Relative Use Report for RRPL Collection, as of January 2017 ii. Policy Review – PE13	<i>i. See Document Set F.</i> The Board reviewed the relative use statistics and noted the influence those numbers will have on future purchasing decisions. <i>ii. See Document Set G.</i> <i>iii. See Document distributed at the meeting.</i> CEO	<b>ACTION: CEO Michael Dawber will notify the Board when the response window for the provincial review opens.</b>

	(Performance Appraisal) iii. Provincial Library Funding Review Summary	Michael Dawber provided a brief summary of the 36-page discussion document for the provincial Library funding review. He recommended that the Board submit the feedback document drafted last fall with minor updates to acknowledge the issues in the provincial review.	
6.0	Current Meeting Business – FYI ITEMS i. RRPL Interlibrary Loan Activity Report for 2016 ii. HoOPLA – Feb. '17 edition	<i>See Document Sets G &amp; H.</i>	
7.0	NEXT MEETING [#03-17]	Tuesday, March 21, 2017 – 7 p.m.	
8.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 7:45 p.m.	

/msd