

MINUTES OF THE RAINY RIVER PUBLIC LIBRARY BOARD

Date	February 23, 2012
Chair / Facilitator	ARMSTRONG, Linda

Time	7:05 p.m. – 8:05 p.m.
Recorder	DAWBBER, Michael

Signature of Chair / Facilitator: _____

Signature of Recorder: _____

Present	ARMSTRONG, Linda; DAWBER, Michael; EWALD, Debbie; LUNDGREN, Terri Anne (joined 7:15 p.m.); NORDBERG, Veronica (joined 7:10 p.m.); PROST, Gordon; STAMLER, Gill.
Regrets	<i>none</i>

1.0	AGENDA	MOTION 2012:10 [Gordon Prost / Deb Ewald] “THAT the agenda be approved as distributed.” Carried.	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF January 12, 2012	<i>See Document A. MOTION 2012:11 [Veronica Nordberg / Gordon Prost] – “THAT the Minutes of the Meeting of January 12, 2012, be approved as presented.” Carried.</i>	
4.0	CURRENT MEETING BUSINESS – DECISION ITEMS		
	i. Financial Report	<i>See Document Set B. MOTION 2012:12 [Gill Stamler / Veronica Nordberg] “THAT disbursements for January 2012 in the amount of \$10,183.74 be approved as paid.” Carried.</i>	
	a. Inquiry from Auditors re: Use of Simply Accounting [Linda Armstrong]	Linda Armstrong reported she had held a meeting with Mayor Deb Ewald and Town CAO Veldron Vogan regarding the use of the Simply Accounting program for the library’s books. The consensus of the meeting was that the library would continue using its existing spreadsheet system, and that the town staff would transfer the financial information to the municipal accounts software for the auditors. This will be done on a trial basis for 2012. MOTION 2012:13 [Terri Anne Lundgren / Gordon Prost] “THAT the Library Board agrees to move accounting functions to the town administration for 2012, at no additional cost to the Board.” Carried.	ACTION: Michael Dawber (CEO) will discuss the arrangements with Veldron Vogan.

	ii. CEO's Report	<i>See Document Set C.</i> CEO Michael Dawber reported on the library's achievements for the previous month. MOTION 2012:14 [Gordon Prost / Deb Ewald] "THAT the CEO's Report be received and read." Carried. MOTION 2012:16 [Deb Ewald / Gill Stamler] "THAT the CEO is authorized to attend the Manitoba Library Association in Winnipeg from May 14-16, with supply coverage provided, all other conference costs to be paid by the CEO." Carried.	
	iii. Occupational Health & Safety Inspection, Feb. 15. 2012	<i>See Document D.</i> MOTION 2012:15 [Terri Anne Lundgren / Veronica Nordberg] "THAT the Occupational Health & Safety Inspection dated February 15, 2012, be received and read." Carried.	
	iv. Quotes – Trillium Purchase of Shelving	The Library Board reviewed three quotes for the purchase of library shelving through the \$15,000 Trillium Foundation Grant. Quoted amounts: 1. Carr-Mclean, \$7,548.00. 2. Brodart, \$10,357.06. 3. Wilson's Business Soilutions, \$20,221.35. MOTION 2012:17 [Gordon Prost / Gill Stamler] "THAT the Library Board endorses the quote from Carr-Mclean in the amount of \$7,548.40 for shelving through the Trillium Foundation grant, and that the CEO is authorized to negotiate additional shelving purchases with Carr-Mclean up to a maximum of \$15,000, inclusive of tax and shipping." Carried.	ACTION: Michael Dawber (CEO) will contact Carr-Mclean to update the quote amount (deadline = March 5), and advise Veldron Vogan of the quote status.
	v. 2011 Annual Report – Approval	<i>See Document E.</i> MOTION 2012:18 [Veronica Nordberg / Terri Anne Lundgren] "THAT the 2011 Annual Report be approved as presented (subject to verification of financials) and authorized for distribution."	ACTION: Michael Dawber (CEO) will confirm the financial data and distribute the report.
	vi. Policy Audit – GO3 (Fundraising and Financial Gifts)	Tabled until March meeting.	
	vi. Other Business	MOTION 2012:19 [Deb Ewald / Veronica Nordberg] "THAT Gordon Prost be granted signing authority for the Library Board, and that Gill Stamler be deleted from the signing authority list." Carried.	ACTION: Gordon Prost will visit the Credit Union to complete the signing authority paperwork.
5.0	CURRENT MEETING BUSINESS – DISCUSSION ITEMS	<i>See Document G.</i> i. Letter dated Jan. 18, 2012, from NCDS re: lease.	
6.0	CURRENT MEETING BUSINESS – FYI ITEMS	<i>none</i>	
7.0	NEXT MEETING	Tuesday, March 20, 2012, at 7:00 p.m. in the library.	
8.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 8:05 p.m.	

/msd