

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

Date	February 25, 2020	Time	7:15 p.m.-8:50 p.m.
Chair / Facilitator	MOEN, Donna	Recorder	DAWBER, Michael

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

Present	DAWBER, Michael; McDONALD, Donna; MCGREEVY, Bob; MOEN, Donna; NEILSON, Shawn; WHIFFIN, Sandra.
Electronic Attendance	ROBINSON, Anna.
Regrets	SINDING, Robert
Absent	HARTNELL, Andrew
Guests	BOUCHER, Renee; ROUSSEAU, Anne Marie [left at 7:15 p.m.]

		<i>The meeting was preceded by the official opening of the New Gold Community Room. The Board welcomed guests Renee Boucher and Anne Marie Rousseau from New Gold for the event.</i>	
0.0	CALL TO ORDER	Chair Donna Moen called the meeting to order at 7:15 p.m.	
1.0	APPROVAL OF AGENDA	MOTION 2020:7 [Bob McGreevy / Donna McDonald] "THAT the Agenda be approved as presented." Carried.	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF JANUARY 21, 2020	<i>See Document Set A.</i> Two typos were identified and corrected. MOTION 2020:8 [Bob McGreevy / Donna McDonald] "THAT the minutes of the meeting of January 21, 2020, be approved as amended." Carried.	ACTION: CEO Michael Dawber will post the amended minutes to the Library website.
4.0	CURRENT MEETING BUSINESS – DECISION ITEMS i. CEO's Report	<i>See Document Sets B and C.</i> CEO Michael Dawber presented information regarding the cost of security cameras and systems. The Board accepted the CEO's recommendation and requested an update on this matter	ACTION: CEO Michael Dawber will submit the Summer Experience Grant application to GrantsOntario.

		<p>in six months' time. There was also general agreement with the CEO's recommendation that the Library's WiFi service remain available 24/7. There was no evidence restricting the service would have any impact on Library security. MOTION 2020:9 [Bob McGreevy / Shawn Neilson] "THAT the CEO's report be received and read." Carried. MOTION 2020:10 [Bob McGreevy / Shawn Neilson] "THAT the Board authorizes the CEO to apply for a 2020 Summer Experience Grant in the amount of \$3,658 for one summer student employee." Carried.</p>	
	i.a. Annual Security Review Under Bill 168	<p><i>See Document Set D.</i> The Board expressed concern about the safety of staff and reviewed the report recommendation for a double-staffing standard for all public service hours. The Board requested more information on the cost implications of two options: 1. Double-staffing on current staffing budget with necessary reduction to public service hours. 2. Cost increase resulting from double-staffing on current public service schedule. The Board directed that the CEO contact the landlord regarding installation of window security bars and motion-activated lights on the exterior of the building. MOTION 2020:11 [Bob McGreevy / Shawn Neilson] "THAT the Annual Security Review report for 2020 be received and read."</p>	<p>ACTION: CEO Michael Dawber will provide the requested costing information at or before the March 2020 budget meeting.</p> <p>ACTION: CEO Michael Dawber will contact the landlord regarding installation of window security bars and motion-activated lights.</p>
	i.b. Library Board Meeting Schedule	<p>This item was tabled at the January 2020 meeting. The Board reviewed the reduction in mandatory meetings (to seven from 10) as set by a recent amendment to the Public Libraries Act. The Board agreed that its schedule will include six bimonthly meetings plus a seventh meeting for Budget approval. Additional meetings may be called on the recommendation of the Chair in consultation with the CEO.</p>	
	i.c. Strategic Plan 2020-2024	<p>This item was tabled at the January 2020 meeting. There</p>	ACTION: CEO Michael Dawber

		<p>was general agreement to hold a full-day strategic plan retreat for all trustees and staff on either Saturday, April 18, or Saturday, April 25.</p>	<p>will poll trustees and staff on the preferred April date. ACTION: CEO Michael Dawber will compile and distribute the Strategic Plan Results Report for 2014-2020.</p>
	ii. Financial Report	<p><i>See Document Set E. MOTION 2020:12 [Shawn Neilson / Sandra Whiffin] "THAT Disbursements for January 2020 in the amount of \$4,338.45 be approved as paid." Carried. MOTION 2020:13 [Shawn Neilson / Sandra Whiffin] "THAT the Board confirms authorization for the CEO to transfer \$5,098 from reserves to the current account." Carried.</i></p>	<p>ACTION: CEO Michael Dawber will complete the transfer as authorized.</p>
	ii.a. Fundraising Plan for 2020 [Anna Robinson]	<p>Trustee Anna Robinson walked the Board through a nine-point action plan for fundraising in 2020. After extensive discussion, there was general agreement to proceed on the basis of this plan, unless trustees proposed to change one of the three items in section 3:</p> <ol style="list-style-type: none"> 1. Solicitations <ol style="list-style-type: none"> a. government grants b. defined grant requests to local donors/funders, and c. appeal letters to local donors/funders 2. Friends / Library <ol style="list-style-type: none"> a. book sales b. a 65th anniversary cookbook for publication by 2021 c. sales of branded swag such as bags, mugs, T-shirts – possibly with an on-line ordering option, and, with the assistance of the Dryden Public Library 	<p>ACTION: CEO Michael Dawber will circulate the proposed 2020 Fundraising Plan to all trustees for comment</p>

		<p>3. Board Initiatives</p> <ul style="list-style-type: none"> a. a collaborative ‘round-up’ application to WalMart and/or Safeway involving the Fort Frances and Emo libraries – this process would have to start ASAP to be a viable fundraising option in 2020 b. silent auction – which may include a donated quilt from the quilters’ guild c. a photo contest possibly leading to the publication of a commemorative calendar <p>There was general agreement that if the Friends of the Library group could build capacity, adult classes on craft making, etc., could be held as fundraisers in future years.</p>	
	lii. 2019 Annual Report	<p><i>See Document Set F. MOTION 2020:14 [Shawn Neilson / Sandra Whiffin] “THAT the Board approves the 2019 Annual Report handout as presented.” Carried.</i></p>	<p>ACTION: CEO Michael Dawber will publish and distribute the 2019 Annual Report.</p>
	iv. Policy Review – PE4 (Salaries, Wages and Benefits), PE5 (Hours of Work)	<p><i>See Documents distributed at the January meeting.</i> There was general agreement that while these policies would be approved at this meeting, staff salaries and hours of work would be reviewed at the annual budget meeting (per usual practice). MOTION 2020:15 [Donna McDonald / Sandra Whiffin] “THAT Policies PE4 (Salaries, Wages and Benefits) and PE5 (Hours of Work) be approved as presented.”</p>	<p>ACTION: CEO Michael Dawber will post the reviewed policies to the Library website.</p>
5.0	<p>CURRENT MEETING BUSINESS – Discussion Items</p> <ul style="list-style-type: none"> i. 2019 Interlibrary Loan Activity Reports for Manitoba and Ontario ii. Letter to Legion re Donation iii. Policy Review – PE6 (Vacations and Leave), PE7 (Grievances and Discipline) iv. Draft 2020 Budget 	<p><i>See Document Sets G, H, I, J, and K.</i> CEO Michael Dawber confirmed that – due to the extreme imbalance in the borrowing and lending traffic in Ontario’s VDX interlibrary loan system, and the resulting costs to the Library – a lending limit will have to be imposed on Ontario libraries. This will take effect in March.</p> <p>The draft 2020 budget was presented for information purposes only. CEO Michael Dawber confirmed that</p>	<p>ACTION: CEO Michael Dawber will send the appeal letter to the Legion.</p> <p>ACTION: Trustees will review Policies PE6 and PE7 for the next regular meeting.</p>

		significant fundraising and/or service cuts would be required to balance the 2020 budget. The final figures will be presented at the March budget meeting.	
6.0	CURRENT MEETING BUSINESS – FYI Items	<i>none</i>	
7.0	NEXT MEETING [#03-20]	Tuesday, March 24, 2020 – 7 p.m.-8:30 p.m.	ACTION: All trustees will confirm availability for the budget meeting.
8.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 8:50 p.m.	

/msd