

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

<b>Date</b>	February 26, 2019	<b>Time</b>	7:00 p.m. - 8:15 p.m.
<b>Chair / Facilitator</b>	SOPOTIUCK, Norina	<b>Recorder</b>	DAWBBER, Michael

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

<b>Present</b>	DAWBBER, Michael; HARTNELL, Andrew; McDONALD, Donna; McGREEVY, Bob; MOEN, Donna; NEILSON, Shawn; SOPOTIUCK, Norina.
<b>Regrets</b>	ROBINSON, Anna.

1.0	CALL TO ORDER APPROVAL OF AGENDA	<b>MOTION 2019:8 [Donna McDonald / Shawn Neilson]</b> <b>“THAT the Agenda be approved as distributed.”</b> <i>Carried.</i>	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF JANUARY 29, 2019	<i>See Document Set A.</i> One typo in the minutes was noted and corrected. <b>MOTION 2019:9 [Donna Moen / Donna McDonald]</b> <b>“THAT the minutes of the meeting of January 29, 2019, be approved as amended.”</b> <i>Carried.</i>	<b>ACTION: CEO Michael Dawber will post the corrected 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 discussed the Library’s recent activities. There was general agreement to proceed with the Summer Experience application. He confirmed that the Board is eligible to make a new application to the Sarah Badgley Literacy Fund for Rural Ontario Children. The application will be ready for the March business meeting. The 2018 Annual Report was reviewed and there was general agreement that the presentation of the spending figures will be revised. The subset of each revenue/expenditure line will include “other” notations to add up to the full per centage value of each line. <b>MOTION 2019:10 [Shawn Neilson / Donna Moen]</b> <b>“THAT the CEO’s report be received and read.”</b>	<b>ACTION: CEO Michael Dawber will complete the Summer Experience application.</b>  <b>ACTION: CEO Michael Dawber will revise and distribute the 2018 Annual Report.</b>

		<i>Carried.</i> <b>MOTION 2019:11 [Donna Moen / Shawn Neilson] “THAT the Board authorizes the CEO to apply for a 2019 Summer experience Grant of \$3,658 to fund one summer student position.” Carried.</b> <b>MOTION 2019:12 [Donna McDonald / Donna Moen] “THAT the 2018 Annual Report be approved as corrected.” Carried.</b>	
	ii. Financial Report	<i>See Document Set C.</i> CEO Michael Dawber reviewed the disbursements for January 2019. <b>MOTION 2019:13 [Donna McDonald / Shawn Neilson] “THAT Disbursements for January 2019 in the amount of \$7,554.37 be approved as paid.” Carried.</b>	
	iii. 2019 Fundraising Plan	The plan will be completed at the March 12 meeting.	
	iv. Policy Review – SE9 (Freedom of Information & Protection of Privacy), GO4 (Electronic Meeting Attendance), GO1 (Financial Control) ; including a. Suggested changes to FO4 from Anna Robinson.	<i>See Document D and documents distributed at the December and January meetings.</i> Policy SE9 was tabled from the January meeting. CEO Michael Dawber confirmed patron information in the security report presented in January does comply with Policy SE9. The CEO will ensure new Friends of the Library with access to confidential information will complete privacy waiver forms. The Board reviewed the suggested changes to Policy GO4, and there was consensus to proceed with the original draft. The original draft complies with the Municipal Act, our own governance policies and record retention obligations. There was only one minor change to Policy GO1 (regarding variance reports). <b>MOTION 2019:14 [Bob McGreevy / Donna Moen] “THAT Policies SE9 (Freedom of Information &amp; Protection of Privacy), GO4 (Electronic Meeting Attendance) and GO1 (Financial Control) be approved as presented.” Carried.</b>	<b>ACTION: CEO Michael Dawber will post the revised policies to the website.</b>
5.0	CURRENT MEETING BUSINESS – DISCUSSION ITEMS i. Policy Review – PE10 (Job Descriptions)	<i>See Document Set E.</i> CEO Michael Dawber explained that the job descriptions needed updating to deal with changes in systems and software (e.g. Apollo) and to recognize	<b>ACTION: Trustees will review the policy for the March meeting.</b>

		expanded duties for staff.	
	ii. Capacity Building: “Imperfect Board Member,” chapters 4-6	<i>Refer to book distributed at the December meeting.</i> The Board held a brief discussion about the relevance of these chapters to their work.	<b>ACTION: Trustees will read the remaining chapters for discussion at the March meeting.</b>
	iii. How it works: eBooks	CEO Michael Dawber explained the functioning of eBooks and issues with the price and availability of content.	
6.0	Current Meeting Business – FYI ITEMS	Councillor Andrew Hartnell discussed the on-going OPP patrols of Rainy River. CEO Michael Dawber informed the Board about upcoming Board training workshops presented by OLS-North.	<b>ACTION: CEO Michael Dawber will continue to include OPP patrol visits in his monthly reports.</b> <b>ACTION: CEO Michael Dawber will contact OLS-North for more information about the upcoming training workshops.</b>
7.0	Next Meetings	<b>1. SPECIAL: Fundraising Plan and 2019 Budget Review: Tuesday, March 12, 2019 – 7 p.m.</b> <b>2. REGULAR: Tuesday, March 26, 2019 – 7 p.m.</b>	
8.0	Adjournment	With no remaining business, the meeting adjourned at 8:15 p.m.	

/msd