

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

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| Date | February 9, 2016 |
| Chair / Facilitator | PROST, Gordon |

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| Time | 7:00 p.m.-7:55 p.m. |
| Recorder | DAWBER, Michael |

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

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| Present | DAWBER, Michael; EWALD, Debbie; MAXFIELD, Jen; MOEN, Donna; PATER, Heather; PROST, Gordon. |
| Regrets | ARMSTRONG, Linda. |

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| 1.0 | APPROVAL OF AGENDA | Additional documents were distributed as follows: Library Activity Report for January 2016; Comparison of Funding and Usage Stats by Municipality; Grants Ontario Application for Summer Experience Program. No change to agenda. Motion 2016:11 [Heather Pater / Jen Maxfield] "THAT the Agenda be approved as amended." Carried. | |
| 2.0 | CONFLICT OF INTEREST DECLARATION | | |
| 3.0 | MINUTES OF THE MEETING OF JANUARY 19, 2016 | <i>See Document Set A.</i> Due to the Board Officer elections, a special motion was required to confirm three motions moved or seconded by the Chair prior to his election during the meeting. This was a clerical error. MOTION 2016:20 [Donna Moen / Heather Pater] "THAT the Board confirms Motions 2016:6, 2016:7 and 2016:8 as passed at the meeting of January 19, | ACTION: CEO Michael Dawber will post the corrected minutes to the Library website. |

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| | | <p>2016.” Carried.</p> <p>MOTION 2016:12 [Donna Moen / Heather Pater] “THAT the minutes of the meeting of January 19, 2016, be approved as amended.” Carried.</p> | |
| 4.0 | <p>CURRENT MEETING BUSINESS – DECISION ITEMS i. CEO’s Report</p> | <p><i>See Document Set B.</i> CEO Michael Dawber reviewed the proposed Summer Experience application and the results of the recent District Library Co-operative meeting in Emo. There was consensus the Board would hold a recognition tea for retired trustee Gill Stamler on Wednesday, March 16 at 1 p.m.</p> <p>MOTION 2016:13 [Jen Maxfield / Heather Pater] “THAT the CEO’s report be received and read.” <i>Carried</i></p> <p>MOTION 2016:14 [Heather Pater / Jen Maxfield] “THAT the 2015 annual report be approved as presented.” Carried.</p> <p>MOTION 2016:15 [Jen Maxfield / Debbie Ewald] “THAT the CEO be authorized to attend the Manitoba Libraries Conference on May 4-6, 2016, with registration costs paid for May 4 and 5, all other transportation and accommodation costs to be paid by the CEO at his discretion – supply coverage to be provided.” Carried.</p> <p>MOTION 2016:19 [Heather Pater / Donna Moen] “THAT the Board authorizes the CEO to apply to the 2016 Summer Experience Program for a grant of \$2,875 to support one student employee.” Carried.</p> | <p>ACTION: CEO Michael Dawber will complete and submit the Summer Experience application.</p> <p>ACTION: Friends Liaison Jen Maxfield will contact the Friends about organizing the recognition tea for Gill Stamler.</p> <p>ACTION: CEO Michael Dawber will distribute the approved 2015 annual report.</p> |

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| | | MOTION 2016:21 [Heather Pater / Donna Moen] “THAT the Board’s notice of withdrawal from the District Library Co-operative is rescinded.” Carried. | |
| | ii. Financial Report. | <i>See Document Set C. Motion 2016:16 [Donna Moen / Heather Pater] “THAT Disbursements for January 2016 in the amount of \$7,251.97 be approved as paid.” Carried.</i> | |
| | iii. Occupational Health & Safety Report – Feb. 3 ‘16 | <i>See Document Set D. Motion 2016:17 [Heather Pater / Donna Moen] “THAT the Occupational Health & Safety Report dated February 3, 2016, be received and read.” Carried.</i> | ACTION: CEO Michael Dawber will contact the landlord about the on-going issue with the front door lock. |
| | iv. Policy Review – Policy SE1 (Collection Development & Management), SE2 (Staff and Patron Safety) | <i>See documents distributed at previous meeting. Motion 2016:18 [Donna Moen / Jen Maxfield] “THAT Policies SE1 and SE2 be approved as presented.” Carried.</i> | |
| 5.0 | CURRENT MEETING BUSINESS – DISCUSSION ITEMS i. Policy Review – Policy SE5 (Membership), SE7 (Home Library Services & Institutional Borrowers) | <i>See Document Set E. The Board noted that the current non-resident fee of \$25 per family per year (set by Policy SE5) would need review during the upcoming budget deliberations in March.</i> | ACTION: Trustees will review Policies SE5 and SE7 for the March meeting. |
| 6.0 | Current Meeting Business – FYI ITEMS | <i>none</i> | |
| 7.0 | NEXT MEETING [03-16] | Tuesday, March 29 – SPECIAL TIME = 6 PM, IN THE NORTHWESTERN HEALTH UNIT BOARD ROOM | |
| 8.0 | ADJOURNMENT | With no remaining business, the meeting adjourned at 7:55 p.m. | |

/msd