

## MINUTES OF THE RAINY RIVER PUBLIC LIBRARY BOARD

<b>Date</b>	January 12, 2012
<b>Chair / Facilitator</b>	ARMSTRONG, Linda

<b>Time</b>	7:05 p.m. – 8:10 p.m.
<b>Recorder</b>	DAWBER, Michael

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

Signature of Recorder: \_\_\_\_\_

<b>Present</b>	ARMSTRONG, Linda; DAWBER, Michael; LUNDGREN, Terri Anne; PROST, Gordon; STAMLER, Gill.
<b>Regrets</b>	EWALD, Debbie.
<b>Absent</b>	NORDBERG, Veronica.

1.0	AGENDA	<b>MOTION 2012:01 [Gill Stampler / Gordon Prost] “THAT the agenda be approved as distributed.” Carried.</b>	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF SEPTEMBER 27, 2011	<i>See Document A.</i> <b>MOTION 2012:02 [Gordon Prost / Terri Anne Lundgren] – “THAT the Minutes of the Meeting of December 8, 2011, be approved as presented.” Carried.</b>	
4.0	CURRENT MEETING BUSINESS – DECISION ITEMS		
	i. Board elections	<p><i>CEO Michael Dawber was appointed Chief Electoral Officer by consensus.</i></p> <p>The floor was opened to nominations for the position of Chair.</p> <p>Linda Armstrong was nominated for the position of Chair by Gill Stampler, nomination seconded by Terri Anne Lundgren. Nomination accepted. With no other nominations, Linda Armstrong was declared elected by acclamation as Chair for 2012.</p> <p>The floor was opened to nominations for the position of Vice-Chair. Gordon Prost was nominated for the position of Vice-Chair by Gill Stampler, seconded by Terri Anne Lundgren. Nomination accepted. With no other nominations, Gordon Prost was declared elected by acclamation as Vice-</p>	<p><b>ACTION: Michael Dawber (CEO) and Gordon Prost must complete the necessary banking authorization forms at the Northern Lights Credit Union.</b></p>

		Chair for 2012.  <i>The Chief Electoral Officer declared the elections complete and reported the results. The regular portion of the meeting resumed.</i>	
	ii. Staff Report – Final Pay Equity Adjustments, 2011	<i>See Document B.</i> CEO Michael Dawber discussed the Board’s outstanding pay equity obligations. It was agreed the agency would move immediately to a position of equity for all affected positions, and that the Board would, therefore, not apply for Pay Equity funding again. <b>MOTION 2012:03 [Gill Stamler / Terri Anne Lundgren] “THAT the Staff Report ‘Final Pay Equity Adjustments, 2011’ be received and read, and that the Chair be authorized to sign the accompanying Letter of Understanding.”</b> Carried.	<b>ACTION: Michael Dawber (CEO) will issue cheques for the approved pay equity adjustments for 2011. Linda Armstrong (Chair) and Michael Dawber (CEO) will sign the Letter of Understanding.</b>
	iii. Financial Report	<i>See Document C.</i> The consensus of the meeting was that no further changes were required to the 2012 spending estimates, and the CEO was authorized to distribute them to our funding municipalities.  <b>MOTION 2012:04 [Terri Anne Lundgren / Gill Stamler] “THAT the Board confirms the transfer of \$341.20 from the bequest account to the reserve account, completed December 16, 2011, and \$1,000 from the general account to the reserve account, completed December 28, 2011.”</b> Carried.  <b>MOTION 2012:05 [Gill Stamler / Terri Anne Lundgren] “THAT disbursements for November and December 2011 in the amount of \$11,547.80 be approved as paid.”</b> Carried.	<b>ACTION: Michael Dawber (CEO) will send out the 2012 spending estimates to Rainy River, Dawson, Lake of the Woods, and Morley.</b>
	iv. CEO Report (inc. “Six New Fundraising Ideas for 2012.”)	<i>See Document D.</i> See Document CEO Michael Dawber reviewed the library’s accomplishments for 2011. The meeting also reviewed six new fundraising ideas for the coming year, with consensus to proceed on trying all six. <b>MOTION 2012:06 [Gordon Prost / Terri Anne Lundgren] “THAT the CEO’s report be received and read.”</b> Carried.	<b>ACTION: Library board members will undertake the fundraising ideas shown.</b>
	v. Occupational Health & Safety Inspection, Dec. 27, 2011	<i>See Document E.</i> <b>MOTION 2012:07 [Gill Stamler / Gordon Prost] “THAT the Occupational Health &amp; Safety Inspection dated December 27, 2011, be received and read.”</b> Carried.	
	vi. Policies SE10 (Resource Sharing and Reserves), PE12 (Volunteers) and PE13 (Performance Appraisal)	<b>MOTION 2012:08 [Gordon Prost / Terri Anne Lundgren] “THAT policies SE10 (Resource Sharing and Reserves), PE12 (Volunteers) and PE13 (Performance Appraisal) be approved as presented.”</b> Carried.	<b>ACTION: Michael Dawber (CEO) will ensure the revised policies are posted to the website.</b>
	vii. Quotes – Trillium Purchase of	CEO Michael Dawber reported that only one of three companies contacted	<b>ACTION: Michael Dawber</b>

	Shelving	had returned a quote for the Trillium shelving purchase. He will attempt to obtain more quotes in time for the February meeting. (A minimum of three is required.)	<b>(CEO) will search for additional quotes.</b>
	viii. 2011 Annual Report – Approval	<i>See Document F.</i> The draft 2011 annual report was positively reviewed. Minor revisions were requested and will be incorporated into the final document. Approval will be completed at the February meeting.	<b>ACTION: Michael Dawber (CEO) will complete the necessary revisions.</b>
	ix. Leave for CEO	<b>MOTION 2012:09 [Gill Stamler / Gordon Prost] “THAT the CEO is authorized for 60 hours of unpaid vacation in 2012, to be scheduled at his discretion, with supply coverage provided.” Carried.</b>	
5.0	CURRENT MEETING BUSINESS – DISCUSSION ITEMS	<i>See Documents G and H.</i> i. Application to James Baillie Fund ii. Strategic Plan Progress Report – January 2012	<b>ACTION: Michael Dawber (CEO) will file the application with the James Baillie Fund.</b>
6.0	CURRENT MEETING BUSINESS – FYI ITEMS	<i>See Documents I, J, K, L, and M.</i> i. Staff Reports: Charlotte Anderson, Technology Co-ordinator, December 2011; Shauna Moen, CAP Student, December 2011. ii. Professional Development Report – DAWBER – “Effective Library Boards, Governing Effectively” (Oct. 29/11) iii. Professional Development Report – DAWBER – Advanced EXCEL – Course A32 iv. Email – Doreen Diiorio, Dec. 9/11 re: Grants Ontario v. Policy Audit: GO3 (Fundraising and Financial Gifts)	
7.0	NEXT MEETING	Thursday, February 23, 2012, at 7:00 p.m. in the library.	
8.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 8:10 p.m.	

/msd