

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

Date	January 19, 2016
Chair / Facilitator	MAXFIELD, Jen (to 7:30 p.m.) PROST, Gordon (from 7:30 p.m.)

Time	7:10 p.m.-8:40 p.m.
Recorder	DAWBER, Michael

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

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

0.0	CALL TO ORDER	In the absence of Chair Linda Armstrong, Vice-Chair Jen Maxfield called the meeting to order at 7:10 p.m.	
1.0	APPROVAL OF AGENDA	The agenda was amended to include the following item: Appointment of Donna Moen [G. Prost]. Additional documents were distributed as follows: financial statement from the Town Office for December 2016; Electronic Services Agreement with SOLS; Letter, dated January 13, 2016, from Kathleen Leek, Rainy River District Library Co-operative re: meeting. Motion 2016:1 [Heather Pater / Gordon Prost] "THAT the Agenda be approved as amended." Carried.	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	ELECTION OF OFFICERS FOR 2016	<i>By consensus, CEO/Librarian Michael Dawber assumed</i>	

		<i>the chair as Returning Officer.</i>	
	1. Board Chair	For the Position of Chair of the Library Board – 1. Gordon Prost was nominated by Debbie Ewald, seconded by Heather Pater. Nomination accepted. 2. Jen Maxfield was nominated by Heather Pater. No seconder, nomination not recognized.	
	2. Vice-Chair	For the Position of Vice-Chair of the Library Board – 1. Jen Maxfield was nominated by Gordon Prost, seconded by Heather Pater. Nomination accepted.	
		<i>Gordon Prost and Jen Maxfield were declared elected by acclamation.</i>	
		<i>Gordon Prost assumed the chair at 7:30 p.m.</i>	
4.0	MINUTES OF THE MEETING OF DECEMBER 2, 2015	<i>See Document Set A.</i> The Board reviewed the procedures followed at the meeting of December 2, 2015, and discussed the items reported under item 5.0 of the minutes. There was agreement that the last two sentences of the paragraph beginning “See Documents E and I...” under 5.0 should be deleted. MOTION 2016:2 [Jen Maxfield / Heather Pater] “THAT the minutes of the meeting of December 2, 2015, be approved as amended.” Carried.	ACTION: CEO Michael Dawber will post the revised minutes to the Library website.
5.0	CURRENT MEETING BUSINESS – DECISION ITEMS i. CEO’s Report	<i>See Document Sets B, D and E.</i> CEO Michael Dawber reviewed the Library’s 2015 annual statistics and various matters raised since the December 2 meeting. MOTION 2016:3 [Heather Pater / Jen Maxfield] “THAT the CEO’s report be received and read.” Carried. MOTION 2016:5 [Heather Pater / Jen Maxfield] “THAT the Seniors Community Grant application for \$2,308 in support of a Seniors’ Home Library Service be	ACTION: CEO Michael Dawber will submit the HKCC and Seniors Community Grant applications.

		<p>approved as presented.” <i>Carried.</i></p> <p>MOTION 2016:6 [Debbie Ewald / Gordon Prost] “THAT the Healthy Kids Community Challenge application for \$895 in support of the Butterfly Buddies program be approved as presented.” <i>Carried.</i></p> <p>MOTION 2016:7 [Gordon Prost / Debbie Ewald] “THAT the letter to the Minister of Tourism, Culture & Sport regarding the Library Guidelines Council be approved as presented.” <i>Carried.</i></p> <p>MOTION 2016:9 [Debbie Ewald / Heather Pater] “THAT Gordon Prost be designated a signing officer for the Library Board.” <i>Carried.</i></p>	
	ii. Financial Report.	<p><i>See Document Set C.</i> CEO Michael Dawber noted that the Board had given direction previously for spending plans on the 2015-16 Ontario Library Capacity Fund grant. All funds must be spent by March 25/16. Motion 2016:4 [Jen Maxfield / Heather Pater] “THAT Disbursements for November and December 2015 in the amount of \$11,892.31 be approved as paid.” <i>Carried.</i></p>	ACTION: CEO Michael Dawber will check whether Capacity Fund dollars can be spent on permanent (rather than contract) staff hours for computer training programs.
	iii. Policy Review – Policy PE6 (Vacations & Leave)	<p><i>See document distributed at previous meeting.</i> Motion 2016:8 [Debbie Ewald / Gordon Prost] “THAT Policy PE6 be approved as presented.” <i>Carried.</i></p>	ACTION: CEO Michael Dawber will post the updated policy to the Library website.
	iv. Agency Email Addresses for Trustees	<p>There was consensus that a new email account would be created for the shared use of the Chair and Vice-Chair of the Board (rrpl.board@gmail.com) and that the Chair’s personal telephone number could be</p>	ACTION: CEO Michael Dawber will create the rrpl.board@gmail.com email account and send

		posted on the Library website.	instructions on using the account to the Chair and Vice-Chair.
	v. RR Library 60 th Anniversary	The Library's 60 th Anniversary is coming up in June 2016. There was agreement that an event to mark the occasion should be scheduled in conjunction with Railroad Daze in July.	ACTION: Mayor Debbie Ewald will relay information about the 60th Anniversary to the Railroad Daze organizers.
	vi. Rescheduling Holiday Supper	There was consensus that the \$150 grant from the town for our holiday supper would be used for our end-of-season party in June instead.	
6.0	CURRENT MEETING BUSINESS – DISCUSSION ITEMS i. Letter, no date, delivered by email Dec. 23 '15, from Andrew Hallikas to Linda Armstrong re eBook Consortium	<i>See Document Set F.</i> There was agreement that the Chair would contact the Rainy River District Library Co-operative regarding a meeting to attempt to resolve the current issues with the student eBook project.	ACTION: Chair Gordon Prost will contact the RR DLC to arrange a meeting in Emo as soon as possible.
7.0	Current Meeting Business – FYI ITEMS i. Letter, dated Dec 19 '15, from Veldron Vogan, re appointment of Debbie Ewald ii. Policy Review – SE1 (Collection Development & Management), SE2 (Staff and Patron Safety)	<i>See Document Sets G and H.</i>	ACTION: Trustees will review Policies SE1 and SE2 for discussion at the February meeting.
8.0	OTHER BUSINESS	Appointment of Donna Moen to Library Board. Chair Gordon Prost inquired if the trustee position had been publicly advertized. CEO Michael Dawber confirmed the position was posted on the Town's Facebook page	ACTION: CEO Michael Dawber will follow up with Veldron Vogan regarding advertizing for

		by Veldron Vogan on May 20/15. The position was also posted on all Library platforms and distributed in hardcopy at the Library. He also confirmed that, as a courtesy, the Library Board has paid for media display advertising for trustee appointments in the past, although, technically, this advertising should be paid for by Town Council under <i>the Public Libraries Act</i> .	trustee positions.
9.0	NEXT MEETING [02-16]	Tuesday, February 9, 2016, 7 p.m. in the Library.	
10.0	ADJOURNMENT	MOTION 2016:10 [Heather Pater / Jen Maxfield] “THAT the meeting be adjourned with no further business.” The meeting adjourned at 8:40 p.m.	

/msd