

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

<b>Date</b>	January 20, 2022	<b>Time</b>	5:58 p.m.-7:03 p.m.
<b>Chair / Facilitator</b>	MOEN, Donna	<b>Recorder</b>	DAWBER, Michael

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

<b>Present</b>	DAWBER, Michael; DESSERRE, Kim; EWALD, Mayor Deb; McDONALD, Donna; MOEN, Donna.
<b>Electronic Attendance</b>	ROBINSON, Anna.
<b>Absent</b>	<i>none</i>

0.0	CALL TO ORDER	Chair Donna Moen called the meeting to order at 5:58 p.m.	
1.0	APPROVAL OF AGENDA	The following items were added to the agenda: 4.iv – Summer Experience Program application; 5.ii – Morley Funding to Emo Library; 5.iii – Strategic Plan (A. Robinson); 5.iv – Cultural Funding (A. Robinson); 5.v – CEO Performance Appraisal (A. Robinson); 6.ii – 2021 ILL Report. <b>MOTION 2022:1 [Kim Desserre / Donna McDonald] “THAT the Agenda be approved as amended.” Carried.</b>	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF DECEMBER 7, 2021	<i>See Document Set A.</i> <b>MOTION 2022:2 [Donna McDonald / Kim Desserre] “THAT the minutes of the meeting of December 7, 2021, be approved as presented.” Carried.</b>	<b>ACTION: CEO Michael Dawber will post the approved 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 provided an update on Library activities. The matter of the large outstanding fine was resolved. The eBook project funded by the Seniors Community Grant has had a strong start,	

		with good usage of the tablets and collections. Issues with snow removal around the building have been discussed with the landlord. <b>MOTION 2022:3 [Donna McDonald / Deb Ewald ] “THAT the CEO’s Report be received and read.” Carried.</b>	
	ii. Financial Report	<i>See Document Set C.</i> The Board reviewed the Library’s financial position and expenditures for November and December. The Board’s annual financial audit is underway. Printing fees will be increased to 50 cents per page to match the Town’s rate for the service. <b>MOTION 2022:5 [Donna McDonald / Kim Desserre] “THAT Disbursements for November and December 2021 in the amount of \$27,131.14 be approved as paid.” Carried. MOTION 2022: 6 [Deb Ewald / Kim Desserre] “THAT the fee for copying and printing increase to 50 cents per page.” Carried.</b>	<b>ACTION: CEO Michael Dawber will post the new printing/copying fee.</b>
	iii. Policy Review – PE13 (Performance Appraisal)	<i>See Document Set D.</i> Going forward, all policies will contain a “Statutory Authority” statement. <b>MOTION 2022:7 [Kim Desserre / Deb Ewald] “THAT Policy PE13 (Performance Appraisal) be approved as presented.” Carried.</b>	<b>ACTION: CEO Michael Dawber will post the revised policy to the Library website.</b>
	iv. 2022 Summer Experience Program	<i>See Document distributed at the meeting.</i> <b>MOTION 2022:4 [Donna McDonald / Kim Desserre] “THAT the CEO is authorized to submit the application to the 2022 Summer Experience Program for \$3,689 to hire one summer student employee.” Carried.</b>	<b>ACTION: CEO Michael Dawber will submit the SEP application.</b>
5.0	CURRENT MEETING BUSINESS – Discussion Items i. Policy Review – SE2 (Staff and Patron Safety)	<i>See Document Set E.</i> Revisions were suggested for the policy. These will be incorporated into the final version for approval in February.	
	ii. Morley Funding to Emo Library	The Board noted that Morley Township has not increased its local support for the Library since 2019.	<b>ACTION: CEO Michael Dawber will contact Emo Library</b>

			regarding Morley's levy to that Library.
	iii. Strategic Plan (A. Robinson)	The Board discussed the next strategic planning cycle for the Library. The current strategic plan for 2014-2018 expired in January 2020. Due to COVID, no new plan had been created. There was general agreement that the Board would draft a new plan for 2022-2026, with final approval to be left to the new Board (which will take office after November 15 '22). The Strategic Plan will become a standing item on the Board's agenda for the remainder of 2022.	<b>ACTION: CEO Michael Dawber will update the 2014-2020 Strategic Plan progress report for the February meeting.</b>
	iv. Cultural Funding (A. Robinson)	The Board discussed potential new provincial funding for culture and heritage organizations.	<b>ACTION: CEO Michael Dawber will contact Town CAO Veldron Vogan regarding this funding.</b>
	v. CEO Performance Appraisal (A Robinson)	There was general agreement that the CEO's performance appraisal needed to be completed. This was slated to take place in January 2020 but was postponed due to COVID.	<b>ACTION: Board Chair Donna Moen and Vice-Chair Donna McDonald will meet to discuss the appraisal and then canvas the Board for feedback on the CEO's performance.</b>
6.0	CURRENT MEETING BUSINESS – FYI Items i. Letter, dated Dec. 7 '21, from Morley Township ii. 2021 ILL Report	<i>See Document Set G and Document distributed at the meeting.</i>	
7.0	NEXT MEETING [#02-22]	Tuesday, February 22, 2022 – 6 p.m. in the Library	
8.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 7:03 p.m.	

/msd