

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

Date	January 21, 2020	Time	7:00 p.m.-7:55 p.m.
Chair / Facilitator	MOEN, Donna	Recorder	DAWBER, Michael

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

Present	DAWBER, Michael; McDONALD, Donna; MOEN, Donna; SINDING, Robert; WHIFFIN, Sandra.
Electronic Attendance	ROBINSON, Anna.
Regrets	HARTNELL, Andrew; McGREEVY, Bob; NEILSON, Shawn.

0.0	CALL TO ORDER	Chair Donna Moen called the meeting to order at 7:00 p.m.	
1.0	APPROVAL OF AGENDA	MOTION 2020:1 [Donna McDonald / Robert Sinding] "THAT the Agenda be approved as presented." Carried.	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	ELECTION OF OFFICERS FOR 2020	<p>By consensus, Michael Dawber was appointed Chief Election Officer and assumed the chair.</p> <p>For the position of Chair: Donna Moen was nominated by Sandra Whiffin, seconded by Donna McDonald. Nomination accepted. No further nominations. Donna Moen was declared elected by acclamation.</p> <p>For the position of Vice-Chair: Bob McGreevy previously confirmed in writing he would accept a nomination for the position. Bob McGreevy was nominated by Donna McDonald, seconded by Sandra Whiffin. No further nominations. Bob McGreevy was declared elected by acclamation.</p>	

		Donna Moen resumed the chair at 7:10 p.m.	
4.0	MINUTES OF THE MEETING OF NOVEMBER 27, 2019	<i>See Document Set A. MOTION 2020:2 [Robert Sinding / Donna McDonald] “THAT the minutes of the meeting of November 27, 2019, be approved as presented.” Carried.</i>	ACTION: CEO Michael Dawber will post the approved minutes to the Library website.
5.0	CURRENT MEETING BUSINESS – DECISION ITEMS i. CEO’s Report	<i>See Document Set B and Incident Report distributed at the meeting. The Board reviewed the incident report regarding the break-ins on January 14/15 and January 17/18. CEO Michael Dawber confirmed the person responsible has been charged and some of the stolen property has been recovered. The Board gave direction to investigate further security measures for the Library, including cameras and an alarm system. Michael also reviewed the pending migration to the BIBFRAME coding system, which will have staff costs associated for training and catalogue maintenance. MOTION 2020:3 [Donna McDonald / Sandra Whiffin] “THAT the CEO’s report be received and read.” Carried.</i>	ACTION: CEO Michael Dawber will report back with information regarding cameras and security systems.
	i.a. Amendments to Public Libraries Act	The Board discussed the changes made to the <i>Public Libraries Act</i> regarding the minimum number of meetings per calendar year. There was consensus to pass a motion amending our policies to comply with the Act. The actual meeting schedule will be discussed at the February meeting instead. MOTION 2020:4 [Robert Sinding / Donna McDonald] “THAT Policy GO0 (Administration of the Board) be amended by striking out section 3.a. and substituting the following: “3.a. The Rainy River Public Library Board shall hold at least seven meetings per calendar year.”	ACTION: CEO Michael Dawber will post the revised policy to the website.
	I.b. Strategic Plan 2020-2024	There was general agreement to table this discussion until	

		February's meeting.	
	ii. Financial Report	<i>See Document Set C.</i> CEO Michael Dawber reviewed the Library's current financial position. He confirmed the Board's 2019 financial audit was underway at the Town Office. MOTION 2020:5 [Sandra Whiffin / Donna McDonald] "THAT Disbursements for November and December 2019 in the amount of \$18,032.88 be approved as paid." Carried.	
	ii.a. Fundraising Plan for 2020	The Board discussed fundraising possibilities for year. The exact fundraising target cannot be set until the 2020 Budget is approved. Trustee Sandra Whiffin suggested holding a play in the fall of 2020 performed by high school students, with donations solicited at the door. The Board agreed that it would be helpful to receive results of the five best fundraising events we held in 2019, with new ideas to be sent to Trustee Anna Robinson.	ACTION: CEO Michael Dawber will distribute by email a report on the five best fundraisers from 2019. ACTION: All Trustees will send one or two fundraising suggestions to Trustee Anna Robinson. Anna will compile this into a report for the Board.
	iii. Policy Review – SE5 (Circulation)	<i>See Document distributed at November 2019 meeting.</i> MOTION 2020:6 [Sandra Whiffin / Donna McDonald] "THAT Policy SE6 (Circulation) be approved as presented." Carried.	ACTION: CEO Michael Dawber will post the updated policy to the website.
6.0	CURRENT MEETING BUSINESS – Discussion Items i. Policy Review – PE4 (Salaries, Wages and Benefits), PE5 (Holidays and Holiday Closures)	<i>See Document Sets D and E.</i>	ACTION: Trustees will review Policies PE4 and PE5 for the February 2020 meeting.
7.0	CURRENT MEETING BUSINESS – FYI Items i. Notice, dated Nov 30 '19, from Friesen Five re: changes at company	<i>none</i>	

	ii. Email, dated Jan 10 '20, from Mellissa D'Onofrio-Jones re: ILL Reimbursement		
8.0	NEXT MEETING [#02-20]	Tuesday, February 25, 2020 – 7 p.m.	
9.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 7:55 p.m.	

/msd