

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

Date	January 24, 2017
Chair / Facilitator	PROST, Gordon

Time	7:00 p.m.-7:30 p.m.
Recorder	DAWBER, Michael

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

Present	DAWBER, Michael; MAXFIELD, Jen; MOEN, Donna; PATER, Heather; PROST, Gordon; SOPOTIUCK, Norina.
Regrets	none

1.0	APPROVAL OF AGENDA	Motion 2017:01 [Heather Pater / Norina Sopotiuick] “THAT the Agenda be approved as distributed.” <i>Carried.</i>	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF DECEMBER 7, 2016	<i>See Document Set A.</i> Motion 2017:02 [Jen Maxfield / Heather Pater] “THAT the Minutes of the meeting of December 7, 2016, be approved as presented.” <i>Carried.</i>	ACTION: CEO Michael Dawber will post the approved minutes to the Library website.
4.0	CURRENT MEETING BUSINESS – DECISION ITEMS		
	i. CEO’s Report	<i>See Document Set B.</i> CEO Michael Dawber reviewed Library activities in December and January. The Library joined the fill interlibrary loan system in Manitoba effective January 1. He also reported the progress of the Ontario Library Capacity Fund spending plan as previously approved. There were no applicants for the	

		advertised Student Internet Access assistant position and the contract has been cancelled. Board Chair Gordon Prost noted that Mayor Debbie Ewald would not be continuing in her role as an <i>ex-officio</i> Library Board Trustee. The Board thanked Debbie for her service. Motion 2017:03 [Heather Pater / Jen Maxfield] “THAT the CEO’s report be received and read.” Carried.	
	ii. Financial Report	<i>See Document Set C.</i> Motion 2017:04 [Donna Moen / Heather Pater] “THAT Disbursements for December 2016 in the amount of \$6,506.30 be approved as paid.” Carried.	
	iii. Occupational Health & Safety Inspection Report, dated January 14, 2017	<i>See Document Set D.</i> CEO Michael Dawber noted that he had contacted the landlord about an ongoing snow clearing issue with the fire exit. There was also general agreement that the CEO could approach a community member about becoming a Library staff emergency contact for working alone. Motion 2017:05 [Norina Sopotiuick / Donna Moen] “THAT the Occupational Health & Safety Inspection Report dated January 14, 2017, be received and read.” Carried.	ACTION: CEO Michael Dawber will speak with for the proposed emergency community contact.
	iv. Ontario Library Service-North – Thunder Bay Networking Meeting, May 2-3 ‘17	Motion 2017:07 [Heather Pater / Donna Moen]“THAT the Board authorizes the CEO and Relief Librarian to attend the OLS-North Networking meeting in Thunder Bay, May 2-3, 2017 – travel and 50% accommodation to be paid by OLS-North, 50% accommodation to be paid by the Board, the Library to be closed May 2-3 2017.” Carried.	ACTION: CEO Michael Dawber will make the necessary arrangements with OLS-North for this meeting.

	v. Policy Review – SE13 (Community Information & Public Posting)	<i>Refer to policy distributed at December meeting.</i> Motion 2017:06 [Donna Moen / Norina Sopotiuick] “THAT Policy SE13 (Community Information & Public Posting) be approved as presented.” <i>Carried.</i>	ACTION: CEO Michael Dawber will post the reviewed policy on the Library website.
5.0	Current Meeting Business – DISCUSSION ITEMS i. Policy Review – SE14 (Reference & Information Services)	<i>See Document Set E.</i>	ACTION: Trustees will review policy SE14 for discussion at the next meeting.
6.0	Current Meeting Business – FYI ITEMS i. Email, dated Jan. 9 '17, from David Christensen, MB Public Library Services Branch, re fILL	<i>See Document Set F.</i>	
7.0	NEXT MEETING [#02-17]	Thursday, February 16, 2017 – 7 p.m.	
8.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 7:30 p.m.	

/msd