

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

<b>Date</b>	January 29, 2019	<b>Time</b>	7:00 p.m. - 8:40 p.m.
<b>Chair / Facilitator</b>	McGREEVY, Bob	<b>Recorder</b>	DAWBER, Michael

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

<b>Present</b>	DAWBER, Michael; HARTNELL, Andrew; McDONALD, Donna; McGREEVY, Bob; NEILSON, Shawn.
<b>Regrets</b>	MOEN, Donna; ROBINSON, Anna; SOPOTIUCK, Norina.

1.0	CALL TO ORDER APPROVAL OF AGENDA	<b>MOTION 2019:1 [Donna McDonald / Andrew Hartnell]</b> <b>“THAT the Agenda be approved as distributed.”</b> <i>Carried.</i>	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETINGS OF DECEMBER 12, 2018, AND DECEMBER 18, 2018.	<i>See Document Sets A and B.</i> Trustee Donna McDonald noted two typos in the minutes. <b>MOTION 2019:2 [Donna McDonald / Shawn Neilson]</b> <b>“THAT the minutes of the meetings of December 12 and 18, 2018, be approved as amended.”</b> <i>Carried.</i>	<b>ACTION: CEO Michael Dawber will post the corrected minutes to the Library website</b>
4.0	CURRENT MEETING BUSINESS – DECISION ITEMS i. CEO’s Report	<i>See Document Set C.</i> CEO Michael Dawber discussed the Library’s recent activities. There was general agreement to proceed with the proposed Student Volunteer Library Trustee position. There was general agreement that the financial audit requirements for Library Boards were both onerous and inefficient – the CEO was directed to raise this issue at the upcoming Thunder Bay librarians’ networking meeting. There was general agreement to Trustee Shawn Neilson’s recommendation that the on-going cost of the audit be revisited when the invoice is received later this spring. There was general agreement to the suggestion that an inexpensive cell phone be kept at the main desk in case of emergencies. <b>MOTION 2019:3</b>	<b>ACTION: CEO Michael Dawber will contact Rainy River High School about the Student Trustee opportunity.</b>  <b>ACTION: CEO Michael Dawber will make the necessary arrangements for the Thunder Bay networking meeting.</b>

		<p><b>[Andrew Hartnell / Shawn Neilson] “THAT the CEO’s report be received and read.” Carried.</b></p> <p><b>MOTION 2019:4 [Andrew Hartnell / Shawn Neilson] “THAT the Board authorizes the CEO and Relief Librarian to attend the OLS-North networking meeting in Thunder Bay, April 30-May 1 2019, mileage and 50% of accommodation/meals to be covered by OLS-North, other authorized expenses to be funded per Policy PE16 – library to be closed both days.” Carried. MOTION 2019:5 [Donna McDonald / Andrew Hartnell] “THAT the Board authorizes the creation of an on-going Student Volunteer Library Trustee position at the terms shown in the CEO’s Report of January 22, 2019.” Carried.</b></p>	
	ii. Financial Report	<p>See Document Set D. Trustee Donna McDonald requested that an addendum be added to the minutes regarding the transfer of the Pay Equity grant authorized December 18, 2018. As discussed at the meetings of December 12 and 18, the 2018-19 Pay Equity grant of \$4,798 received in November 2018 was transferred to reserves in December 2018 and then <i>back</i> from reserves to the general account on January 25, 2019, for use in 2019. Pay equity adjustments must be made on a calendar – not fiscal – year basis, which requires funds to be moved to reserves if an adjustment has already been made in the current calendar year. An additional \$3,400 was returned to reserves with the Pay Equity grant as approved by the Board in the 2018 budget (approved March 20, 2018).</p> <p><b>MOTION 2019:6 [Andrew Hartnell / Donna McDonald] “THAT Disbursements for December 2018 in the amount of \$7,153.47 be approved as paid.” Carried.</b></p>	
	lii. Occupational Health & Safety Inspection, dated January 19 ‘19	<p>See Document Set E. CEO Michael Dawber confirmed there was no update from the landlord regarding moving the thermostat from Service Ontario to a public location in</p>	

		the foyer. <b>MOTION 2019:7 [Andrew Hartnell / Donna McDonald] “THAT the Occupational Health and Safety Inspection dated January 19, 2019, be received and read.” Carried.</b>	
	iv. 2019 Fundraising Plan, including a) “Little Free Library,” and b), RR Welcome Wagon.	See Document Set F. The Board discussed fundraising activities. Councillor Andrew Hartnell noted that the Board could take advantage of activities which do not require a lottery license. There was general agreement to hold a special meeting in March to complete the 2019 fundraising plan. The Board will also invite Friends member Kitty Gale to the fundraising meeting. There was general agreement that the “Little Free Library” concept was laudable but not practical in a fundraising context. Library materials will be included in a “Welcome Wagon” package if and when such a kit is made available in the community.	<b>ACTION: All Trustees will share fundraising ideas with the Board. ACTION: Friends Liaison Donna McDonald will contact Kitty Gale with an update.</b>
	v. Policy Review – SE9 (Freedom of Information and Protection of Privacy)	<i>Refer to policy distributed at December meeting.</i> Vice-chair Bob McGreevy expressed concerns regarding the application of Policy SE9 in the context of the Security Incident report created by the CEO. There was general agreement to table approval of Policy SE9 until the February meeting.	<b>ACTION: CEO Michael Dawber will check if Friends with access to patron information have signed a privacy waiver.</b>
5.0	CURRENT MEETING BUSINESS – DISCUSSION ITEMS i and ii. Policy Review – Policy GO4 (Electronic Meeting Attendance); Policy GO1 (Financial Control)	<i>See Document Sets G and H.</i> CEO Michael Dawber confirmed the proposed Electronic Meeting Attendance policy must comply with the Municipal Act regarding matters of quorum and in-camera meetings. The CEO also noted requirements for written motions and the Board’s policy on meeting package availability (in all formats) seven days in advance of any meeting.	<b>ACTION: Trustees will review both policies for the February meeting.</b>
	iii. Capacity Building: “Imperfect Board Member,” chapters 1-3	<i>Refer to book distributed at the December meeting.</i> The Board held a brief discussion about the relevance of these chapters to their work.	<b>ACTION: Trustees will read chapters 4-6 for discussion the February meeting.</b>

	iv. How it works: Book Displays/Merchandizing.	CEO Michael Dawber explained how the book displays created by Relief Librarian Jodi Wittich are a vital component of the Library's promotional efforts.	
6.0	Current Meeting Business – FYI ITEMS: i. Rainy River Town Council Motion 18-159; ii. "News from OLS-North"; iii. Letter, dated Dec. 21 '18, from Frances Ryan, Northern Ontario Library Services Board; iv. RRPL Activity in Manitoba fILL Interlibrary Loan System – 2018.	<i>Refer to Document Sets I, J, K, L, and two additional documents distributed at the meeting.</i>	
7.0	Next Meeting	<b>Tuesday, February 26, 2019, 7 p.m. in the Library</b>	
8.0	Adjournment	With no remaining business, the meeting adjourned at 8:40 p.m.	

/msd