

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

Date	June 12, 2015
Chair / Facilitator	MAXFIELD, Jen

Time	5:05 p.m. – 5:55 p.m.
Recorder	DAWBER, Michael

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

Present	ARMSTRONG, Linda (<i>joined at 5:15 p.m.</i>); DAWBER, Michael; MAXFIELD, Jen; PATER, Heather; PROST, Gordon.
Regrets	STAMLER, Gillian.

0.0	CALL TO ORDER	In the absence of Board Chair Linda Armstrong, Vice-Chair Jen Maxfield called the meeting to order at 5:05 p.m.	
1.0	APPROVAL OF AGENDA	Additional documents were distributed: CEO's financial report to May 31, 2015; professional development report from Relief Librarian Jodi Wittch re the Fort Frances Board Training Day (June 6, 2015); letter dated June 2015 from Deanna Blair, Ontario Seniors' Secretariat, re grant application. There were no changes to the agenda. Motion 2015:39 [Gordon Prost / Heather Pater] "THAT the Agenda be approved as distributed." Carried.	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF MAY 19, 2015	<i>See Document Set A.</i> CEO Michael Dawber and Board Chair Linda Armstrong will meet with the Town regarding book-keeping procedures on June 23.	

		MOTION 2015:40 [Gordon Prost / Heather Pater] “THAT the minutes of the Meeting of May 19, 2015, be approved as presented.” Carried.	
4.0	CURRENT MEETING BUSINESS – DECISION ITEMS		
	i. CEO’s Report	<p><i>See Document Set B.</i> CEO Michael Dawber reported on recent library activities. The Ontario Libraries Capacity Fund has expectedly been extended for 2015-16, and the Library will receive \$8,569 in additional funding. The Board supported his position regarding the recent events at the Ontario Public Library Guidelines Council. There was consensus that the CEO and all available Trustees should attend the upcoming Multi-Use Facility Meeting on Tuesday, June 23 at the Seniors’ Depot. Motion 2015:41 [Heather Pater / Gordon Prost] “THAT the CEO’s report be received and read.” Carried.</p>	<p>ACTION: CEO Michael Dawber and all available Trustees should attend the upcoming Multi-Use Facility Meeting on June 23.</p> <p>ACTION: CEO Michael Dawber will forward to the Town the application received for the 6th Trustee position.</p> <p>ACTION: CEO Michael Dawber will contact the Seniors’ Secretariat for more information on our unsuccessful grant application.</p> <p>ACTION: the Board Friends Liaisons should contact the Friends prior to the upcoming annual book sale</p>

			during Railroad Daze.
	ii. Financial Report	<i>See Document Set C.</i> The Library has received word that both Lake of the Woods and Dawson Townships will be contributing \$4,000 to the Library budget for 2015. Motion 2015:42 [Heather Pater / Gordon Prost] “THAT Disbursements for May 2015 in the amount of \$7,814.71 be approved as paid.” Carried.	
	iii. Policy Review – Policies PE1, PE2, PE3, PE4, PE5	<i>Refer to policies distributed at the March 24 and May 19 meetings.</i> As requested, CEO Michael Dawber provided a report on Northwestern library policies regarding non-statutory public holidays (in relation to the revision of policy PE5). After a detailed discussion of the matter, the Board agreed to approve policy PE5 with the proviso that future payments to staff for those dates would be authorized on a year-to-year basis. Therefore, Policy PE5 section 2 was amended to add the words “subject to annual Board approval” immediately after the words “library staff.” MOTION 2015:43 [Gordon Prost / Heather Pater] “THAT policies PE1, PE2, PE3, and PE4 are approved as presented, and THAT Policy PE5 is approved as amended.” Carried.	ACTION: CEO Michael Dawber will complete the necessary changes to the payroll calendar and will upload all five revised policies to the Library’s website.
5.0	CURRENT MEETING BUSINESS – DISCUSSION ITEMS		
	<i>none</i>		
6.0	CURRENT MEETING BUSINESS – FYI ITEMS		
	i. Email, dated May 27 ’15, from Shannon Khan, MTCS, re:	<i>See Document Sets E, F, G</i>	

	<p>Libraries Capacity Fund Grant for 2015-16</p> <p>ii. Extract, May 2015 edition of HoOPLA, re “Rainy River Wraps 3rd Season of Birding Buddies”</p> <p>iii. Forwarded letter from Oliver Paipoonge Public Library, re: Thunder Bay Library Contracting Policy Review – Policies GO2 (Fundraising)</p>		
7.0	OTHER BUSINESS		
8.0	NEXT MEETING [07 -15] – REGULAR	Friday, September 4, 2015 – 5 p.m. meeting, 6 p.m. potluck – Friends and Volunteers to be invited	
9.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 5:55 p.m.	

/msd