

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

Date	June 9, 2020	Time	5:05 p.m.-6:20 p.m.
Chair / Facilitator	MOEN, Donna	Recorder	DAWBER, Michael

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

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

0.0	CALL TO ORDER	Chair Donna Moen called the meeting to order at 5:05 p.m.	
1.0	APPROVAL OF AGENDA	The following item was added to the agenda: 5.ii – Ontario Library Service mergers. MOTION 2020:16 [Shawn Neilson / Andrew Hartnell] “THAT the Agenda be approved as amended.” Carried.	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF FEBRUARY 25, 2020	<i>See Document Set A.</i> Three typos were identified and corrected. MOTION 2020:17 [Shawn Neilson / Andrew Hartnell] “THAT the minutes of the meeting of February 25, 2020, be approved as amended.” Carried.	ACTION: CEO Michael Dawber will post the amended minutes to the Library website.
4.0	CURRENT MEETING BUSINESS – DECISION ITEMS i. 2020 Budget	<i>See Document Set B.</i> The Board reviewed the Library’s difficult financial position for 2020. Due to pandemic-created restrictions, CEO Michael Dawber anticipates the Library will lose up to 30% of its normal annual revenue. This includes the bulk of both fundraising and self-generated desk revenue. As a result, the draft budget proposes a 25% reduction in the CEO’s hours for the remainder of 2020, and a reduction in public service hours to 15 per week until year-end. Collections expenditures	ACTION: CEO Michael Dawber will draft and circulate the annual budget request letters for comment.

		will also be reduced. The Board agreed that budget requests to municipalities this year will be the same as 2019, given the serious financial situation faced by the municipalities. There was general agreement that the CEO's personal hours and public service hours would be restored as soon as revenues permit. MOTION 2020:25 [Sandra Whiffin / Andrew Hartnell] "THAT the 2020 Budget be approved as presented." <i>Carried.</i>	
	ii. Pandemic Service Continuity Plan	<i>See Document Set C.</i> The Board reviewed the draft Pandemic Service Continuity Plan. This plan was drafted at the onset of the pandemic in March and has governed the operation of the Library since then. There was general agreement that the Plan had worked well and that staff had done well to continue service given the situation. MOTION 2020:18 [Andrew Hartnell / Shawn Neilson] "THAT the Pandemic Service Continuity Plan be approved as presented." <i>Carried.</i>	ACTION: CEO Michael Dawber will post the approved Plan on the Library website and will share the document with other libraries.
	iii. CEO's Report	<i>See Document Set D.</i> CEO Michael Dawber provided a full update on Library activities since the last meeting in February. His report included the emailed updates sent in April and May. The Board agreed that the provincial directive libraries can move to "Stage 2 re-opening" on June 12 had no practical impact. The Library should continue to offer curbside and books-by-mail services as already implemented. The building will remain closed until further notice. The Summer Experience Program (SEP) grant for a summer student required a supplementary application explaining the student would begin work around August 15, rather than work through the summer. The hope is pandemic restrictions will be lifted by August and the student will be able to deliver usual storytime/craft programming on site. MOTION 2020:19 [Andrew Hartnell / Shawn Neilson] "THAT the CEO's	ACTION: CEO Michael Dawber will report back on the status of the SEP grant.

		Report be received and read.” Carried. MOTION 2020:20 [Shawn Neilson / Andrew Hartnell] “THAT the CEO is authorized to make all arrangements for the hiring, training and payment of the Summer Experience Program student employee.” Carried.	
	iv. Financial Report	<i>See Document Set E.</i> The Board reviewed disbursements for February, March, April, and May 2020. MOTION 2020:21 [Sandra Whiffin / Andrew Hartnell] “THAT Disbursements for February, March and April 2020 in the amount of \$20,239.39 be approved as paid.” Carried. MOTION 2020:22 “THAT disbursements for May 2020 in the amount of \$3,907.50 be approved as paid.” Carried.	
	v. Occupational Health and Safety Report dated May 9, 2020	<i>See Document Set F.</i> The Board expressed its concern about the on-going failure of the landlord to address the broken window on the north side of the building and the temporary flooring in the children’s section. CEO Michael Dawber was instructed to write to MPP Greg Rickford to ask if the province could offer any assistance dealing with landlords during the pandemic. MOTION 2020:23 [Sandra Whiffin / Shawn Neilson] “THAT the Occupational Health & Safety Report dated May 9, 2020, be received and read.” Carried.	ACTION: CEO Michael Dawber will circulate a letter to MPP Greg Rickford for approval, as directed.
	vi. Policy Review – PE6 (Vacations and Leave), PE7 (Grievances and Discipline)	<i>See policies distributed at February meeting.</i> As discussed in February, three minor corrections were made to the text of policy PE6. There was also general agreement that the policy review would be suspended until the Board could resume its normal meeting schedule. MOTION 2020:24 [Sandra Whiffin / Shawn Neilson] “THAT Policies PE6 (Vacations and Leave) and PE7 (Grievances and Discipline) be approved as presented.” Carried.	ACTION: CEO Michael Dawber will post the updated policies to the Library website.

5.0	CURRENT MEETING BUSINESS – Discussion Items i. Board Meetings for 2020	There was general agreement that meetings would be held at the call of the Chair until further notice.	
	ii. Ontario Library Service Mergers	The Board was very concerned that the merger of Ontario Library Service-North and the Southern Ontario Library Service was approved without consulting client libraries. CEO Michael Dawber confirmed there had been no communication with the Board from Northern Ontario Library Service Board (NOLSB) members Marj Poirier and Andrew Halikas. There was also concern about what direct service (if any) the Library would receive from the merged Ontario Library Service agency. The Board’s existing position on a merged OLS-North/SOLS entity is that, regardless of the entity’s office locations, one resident library development advisor should be placed in Northwestern Ontario. The Board asked the CEO to prepare a letter to MPP Greg Rickford outlining all these concerns.	ACTION: CEO Michael Dawber will circulate a letter to MPP Greg Rickford for approval, as directed.
6.0	CURRENT MEETING BUSINESS – FYI Items I. Email, dated May 27 ‘20, from Trustee Robert Sinding re: resignation	The Board agreed that recruitment of a new trustee would take place in the fall. If an interested member of the public expressed interest before then, CEO Michael Dawber will alert the Board.	
7.0	NEXT MEETING [#04-20]	At the call of the Chair	
8.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 6:20 p.m.	
		<i>At the suggestion of Trustee Anna Robinson, the meeting was followed by an informal discussion on fundraising. There was general agreement that the Board would pursue a ‘round-up’ fundraiser at either WalMart or Safeway in partnership with the Emo and Fort Frances libraries. There was also agreement that Donna McDonald</i>	ACTION: Donna McDonald will start the Cookbook project. ACTION: CEO Michael Dawber will contact the Emo and Fort Frances libraries re: the

		<p><i>would co-ordinate a cookbook fundraiser for the Library's 65th anniversary in 2021. Letters to potential donors would be prepared by the Board.</i></p>	<p>'round-up' initiative.'</p> <p>ACTION: CEO Michael Dawber will circulate fundraising letter templates to the Board.</p> <p>ACTION: The Board will select potential donors from the charityvillage.ca website to receive our fundraising appeal.</p>
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