

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

<b>Date</b>	March 24, 2015
<b>Chair / Facilitator</b>	ARMSTRONG, Linda

<b>Time</b>	7:00 p.m. – 8:40 p.m.
<b>Recorder</b>	DAWBER, Michael

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

<b>Present</b>	ARMSTRONG, Linda; DAWBER, Michael ( <i>left at 7:40 p.m. – returned at 7:50 p.m.</i> ); MAXFIELD, Jen; PATER, Heather; STAMLER, Gill; WHITE, Pat ( <i>left at 7:50 p.m.</i> )
<b>Regrets</b>	none

1.0	APPROVAL OF AGENDA	The following item was added to the agenda: “4.0 (v) Board Training – OLS-North.” <b>Motion 2015:16 [Gill Stamler / Pat White] “THAT the Agenda be approved as distributed and amended.” Carried.</b>	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETINGS OF FEBRUARY 27, 2015 AND MARCH 10, 2015 (WITH ATTACHMENT)	<i>See Document Sets A and B.</i> <b>MOTION 2015:17 [Pat White / Gill Stamler] “THAT the minutes of the Meetings of February 27, 2015, and March 10, 2015, be approved as presented.” Carried.</b>	
4.0	CURRENT MEETING BUSINESS	There was consensus to deal with these items in the following order: i., iii., ii., iv.	
	i. CEO’s Report	<i>See Document Sets C and D.</i> CEO Michael Dawber reported on recent library activities. He reported back from two meetings held at the Fort Frances Public Library Technology Centre regarding a proposed student ebook consortium (including both local school boards	<b>ACTION: CEO Michael Dawber will attend the next meeting of the student ebook consortium group in</b>

		and the four municipal public libraries in the District) and the proposed seed library involving Fort Frances Library, RR Library and the Fort Frances Horticultural Society. He also reported back on the new Axis360 ebook service offered by Whitehots. At this time, there was consensus not to proceed with the seed library or a purchase of Axis360 until more information was available. <b>Motion 2015:18 [Pat White / Heather Pater] “THAT the CEO’s report be received and read.” Carried.</b>	<b>April and report back at the May meeting. ACTION: CEO Michael Dawber will obtain more information regarding the proposed seed library and will report back at the May meeting.</b>
	iii. Financial Report	<i>See Document Sets G and H. Motion 2015:23 [Gill Stamler / Jen Maxfield] “THAT disbursements for January 2015 in the amount of \$7,103.16 be appoved as paid.” Carried. Motion 2015:24 [Heather Pater / Jen Maxfield] “THAT disbursements for February 2015 in the amount of \$6,111.39 be approved as paid.” Carried.</i>	
	ii. 2015 Budget	<i>See Document Sets E and F. Motion 2015:20 [Pat White / Gill Stamler] “THAT the Board rescinds Motion 2015:15 (“THAT the 2015 Budget be approved as presented with amendments.”) The consent of the original mover and seconder was recorded. There was agreement to rescind the motion due to incorrect calculations affecting the balance of the 2015 spending estimates. Carried. NOTE DOCUMENT SETS E AND F WERE SUBSEQUENTLY DEEMED RECINDED AT THIS POINT IN THE MEETING.</i>  There was a vigorous discussion of the appropriate role of Library Board trustees regarding oversight – rather than management – of Board finances. There was no consensus at the table regarding the appropriate level of	

		detail required to conduct library budgeting. Concerns were raised regarding the use of email to conduct library business between meetings.	
		<i>CEO Michael Dawber left the meeting at 7:40 p.m. A 10-minute recess was taken. He rejoined the meeting at 7:50 p.m.</i>	
		<i>Trustee Pat White left the meeting at 7:50 p.m. Quorum was retained and business continued.</i>	
	ii. 2015 Budget (Continued)	<p>After considered review, there was consensus to return to the original 2015 Budget document as presented in February 2015. The direction of the Board was that the Budget would be approved including a 2% cost of living increase for all staff. This must be enabled by replacing Schedule A of Policy PE4. Interim approval was given for three additional staff hours per week for the CEO, effective immediately but subject to available funding in the long term. Contracting municipalities would be asked for a \$1 per household increase in support, but that amount would <u>not</u> be budgeted. <b>Motion 2015:21 [Heather Pater / Gill Stamler] “THAT the revised 2015 Budget be approved as presented, and that the CEO shall forward this budget to Rainy River Town Council.” Carried. Motion 2015:22 [Heather Pater / Jen Maxfield] “THAT the revised Schedule A to Policy PE4 is approved as presented.” Carried.</b></p>	<p><b>ACTION: CEO Michael Dawber will implement all changes in compensation required by the 2015 Budget motion.</b></p> <p><b>ACTION: CEO Michael Dawber will forward the approved budget to Town Council.</b></p>
	iv. Policy Review – Policies FO1, FO2, FO3	<b>Motion 2015:25 [Jen Maxfield / Heather Pater] “THAT Policies FO1, FO2 and FO3 are confirmed as presented.” Carried.</b>	
5.0	CURRENT MEETING BUSINESS –		

	DISCUSSION ITEMS		
	i. Policy Review – Policies PE3 (Hours of Work) – no change, PE4 (Salaries, Wages and Benefits) – no change, PE5 (Holidays & Holiday Closures) – revisions	<i>See Document Set I.</i>	<b>ACTION: Trustees will review Policies PE3, PE4 (as distributed) and PE5 for the May meeting.</b>
6.0	CURRENT MEETING BUSINESS – FYI ITEMS		
	i. YI@CAS Student Jeff Marchuk – End-of-term Board Report ii. Newsletter clipping – from Friend Co-ordinator Kitty Gale – “Select and Support Project” iii. Letter – Veldron Vogan, CAO Town of Rainy River, dated Mar. 5 '15, re Guidelines Committee appointment.	<i>See Document Sets J, K, L.</i>	
7.0	OTHER BUSINESS	CEO Michael Dawber requested permission to submit the Seniors Secretariat grant application as distributed electronically on March 20, 2015. There was consensus to proceed. <b>Motion 2015:26 [Jen Maxfield / Heather Pater] “THAT the Board authorizes the CEO to apply to the Seniors Secretariat Grant Program as shown in the distributed application.” Carried.</b>	
8.0	NEXT MEETING [05-15] – REGULAR	Tuesday, May 19, 2015, 7 p.m. @ the Library.	
9.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 8:40 p.m.	

/msd