

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

Date	March 26, 2019	Time	7:00 p.m. - 8:30 p.m.
Chair / Facilitator	SOPOTIUCK, Norina	Recorder	DAWBER, Michael

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

Present	DAWBER, Michael; MCGREEVY, Bob; MOEN, Donna; NEILSON, Shawn; ROBINSON, Anna; SOPOTIUCK, Norina; WITTICH, Jodi.
Regrets	McDONALD, Donna
Absent	HARTNELL, Andrew

1.0	CALL TO ORDER APPROVAL OF AGENDA	MOTION 2019:18 [Anna Robinson / Shawn Neilson] “THAT the Agenda be approved as amended.” Carried.	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETINGS OF FEBRUARY 26 AND MARCH 12, 2019	<i>See Document Set A and B.</i> One typo in the minutes was noted and corrected. MOTION 2019:19 [Donna Moen / Shawn Neilson] “THAT the minutes of the meetings of February 26 and March 12, 2019, be approved as presented.” Carried.	ACTION: CEO Michael Dawber will post the minutes to the Library website.
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. An unexpected issue regarding the wind-up of the Library’s bequest account is being addressed. The CEO looked forward to input on the provincial eBook service contract with SOLS. The Axis360 product would be a demonstrably better choice. MOTION 2019:20 [Donna Moen / Anna Robinson] “THAT the CEO’s report be received and read.” Carried.	ACTION: CEO Michael Dawber will contact Alterna Credit Union re: the bequest account.
	ii. OCCUPATIONAL HEALTH & SAFETY INSPECTION, DATED MARCH 14, 2019	<i>See Document Set D.</i> CEO Michael Dawber reviewed the inspection report. Assistant Librarian Jodi Wittich provided information regarding the front door issue that happened after the inspection date. Trustee Anna Robinson	ACTION: CEO Michael Dawber will contact AMBIS and the Fire Department regarding the inspection issues.

		expressed concerns about the volume of issues and the length of time they had remained unresolved. There was general agreement that the CEO should contact the local building inspector and the town fire department regarding the outstanding problems. Priority issues include: the exterior and interior doors; the HVAC system / temperature / thermostat; air quality / mould; water ingress; availability of landlord/maintenance staff in emergencies. MOTION 2019:21 [Anna Robinson / Donna Moen] “THAT the Occupational Health & Safety Inspection dated March 14, 2019, be received and read.” Carried.	
	lii. Financial Report	<i>See Document Set E and documents distributed at the meeting.</i> CEO Michael Dawber confirmed the Library has raised \$3,306 towards the \$11,119 fundraising goal for 2019. MOTION 2019:22 [Bob McGreevy / Anna Robinson] “THAT Disbursements for February 2019 in the amount of \$5,138.27 be approved as paid.” Carried.	
	iv. Fundraising Plan (deferred from March 12 meeting)	<i>See Document Set F.</i> Trustee Anna Robinson facilitated a detailed discussion of the Board’s fundraising plans for 2019. There was general agreement to move ahead with a limited number of events as our resources permit. Fundraising goals should include longer-term plans and necessities, not just the current shortfall of \$11,119. Recruitment, retention and training of volunteers is a key consideration. Planned events [with event leaders in square brackets] include: annual book sales – July & October – plus October silent auction [all Trustees, Friends, staff]; “Blind Date with a Book” - anytime [staff]; “10 Most Wanted” - anytime [staff]; Food Festivities ie Spaghetti Dinner with Silent Auction – autumn [Friends, 40-hour students, Donna McDonald]; Group Garage Sale –	ACTION: Event leaders need to begin work on their events ASAP for delivery by dates shown.

		summer but not Mother’s Day Weekend [Friends, Bob McGreevy]; Sponsorship letters [Anna, Norina, Michael]; “Rounding-up” with WalMart [Anna]; Clothing Exchange – spring and/or fall [Donna Moen/Jodi]. The fundraising plan will be a standing item on the agenda.	
	v. Library Funding Motion from SN/NF	<i>See Document G. MOTION 2019:23 [Shawn Neilson / Bob McGreevy] “THAT the Rainy River Public Library Board endorses the resolution from the Township of Sioux Narrows/Nestor Falls and directs the CEO to share this information with our municipal funders and library stakeholders.” Carried.</i>	ACTION: CEO Michael Dawber will send the motion on to the suggested recipients.
	vi. Policy Review – PE10 (Job Descriptions)	<i>See document distributed at February meeting. MOTION 2019:24 [Shawn Neilson / Donna Moen] “THAT Policy PE10 (Job Descriptions) be approved as presented.” Carried.</i>	ACTION: CEO Michael Dawber will post the revised policy to the website.
5.0	CURRENT MEETING BUSINESS – DISCUSSION ITEMS i. Policy Review – GO5 (Trustee Code of Conduct)	<i>See Document Set H.</i> CEO Michael Dawber confirmed the code of conduct was now required by the province. The draft text is based on Town Council’s code of conduct policy. Trustee Bob McGreevy requested additional information on the staff code of conduct and appraisal process. Under this item, the Board and staff reviewed the recent article in the Westend Weekly regarding Dan Lee. There was concern that the published information was incorrect. There was general agreement that a re-review of the Library’s confidentiality policies and procedures would be conducted at the April meeting.	ACTION: Trustees will review the policy for the April meeting. ACTION: CEO Michael Dawber will redistribute information regarding expected staff conduct and appraisal. ACTION: CEO Michael Dawber will compose and send the letter to the Westend Weekly. He will also contact the Town Office to ensure information in the Town Council Minutes is accurate (and corrected if needed). ACTION: All trustees will review policy SE9 (Freedom of

			Information and Protection of Privacy).
	ii. Capacity Building: “Imperfect Board Member,” remaining chapters	<i>Refer to book distributed at the December meeting.</i>	
	iii. Letters to Municipalities re: 2019 Budget	<i>See Document Set I.</i> There was general agreement that the new format of the letters was an improvement.	ACTION: CEO Michael Dawber will send the letters and annual service contracts to the municipalities.
	iv. How it Works: Interlibrary Loan	Assistant Librarian Jodi Wittich and CEO Michael Dawber briefly reviewed the functioning of the interlibrary loan system, and the demands this system puts on our limited resources.	
6.0	Current Meeting Business – FYI ITEMS I. Letter, Marjorie Stintzi, received March 13 ‘19, re: Roll of Honor Books	<i>See Document Set J.</i>	
7.0	Next Meeting	Tuesday, April 23, 2019, 7 p.m.	
8.0	Adjournment	With no remaining business, the meeting adjourned at 8:30 p.m.	

/msd