

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

Date	May 19, 2015
Chair / Facilitator	ARMSTRONG, Linda

Time	7:00 p.m. – 7:50 p.m.
Recorder	DAWBER, Michael

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

Present	ARMSTRONG, Linda; DAWBER, Michael; MAXFIELD, Jen; PATER, Heather; PROST, Gordon.
Absent	STAMLER, Gillian.

0.0	CALL TO ORDER	Chairperson Linda Armstrong called the meeting to order at 7 p.m. She welcomed back Gordon Prost, who has been reappointed to the Library Board from Town Council.	
1.0	APPROVAL OF AGENDA	Two additional documents were distributed: draft of the proposed student ebook consortium governance documents, and, the CEO’s Professional Development report on the May 12/13 librarians’ meeting in Thunder Bay. Motion 2015:27 [Heather Pater / Gordon Prost] “THAT the Agenda be approved as distributed and amended.” <i>Carried.</i>	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF MARCH 24, 2015	<i>See Document Set A.</i> MOTION 2015:28 [Gordon Prost / Jen Maxfield] “THAT the minutes of the Meeting of March 24, 2015, be approved as presented.” <i>Carried.</i>	
4.0	CURRENT MEETING BUSINESS –		

	DECISION ITEMS		
	i. Board Capacity	<p>The Board noted that Trustee Gill Stamler was absent with acceptable cause (for health reasons). The Board agreed that a sixth trustee should be recruited to ensure Board business could continue to be transacted.</p>	<p>ACTION: CEO Michael Dawber will distribute a recruitment ad for a sixth trustee.</p>
	ii. CEO's Report	<p><i>See Document Set B.</i> CEO Michael Dawber reported on recent library activities. There was consensus that he should continue to attend meetings of the proposed student ebook consortium group on condition that payment of non-resident fees for out-of-area students would be guaranteed by the school boards. There was also consensus that the proposed Seed Library should remain on hold until the Board receives a decision on its application to the Ontario Sport & Recreation Community Fund.</p> <p>Motion 2015:29 [Gordon Prost / Heather Pater] "THAT the CEO's report be received and read." <i>Carried.</i></p> <p>Motion 2015:30 [Gordon Prost / Jen Maxfield] "THAT the CEO is approved for 16 days unpaid vacation for the 2015 budget year, to be scheduled at his discretion." <i>Carried.</i></p> <p>Motion 2015:31 [Heather Pater / Gordon Prost] "THAT the Board confirms the authorization of the CEO to attend the annual Librarians' Meeting in</p>	<p>ACTION: CEO Michael Dawber will attend the next meeting of the student ebook consortium group and report back.</p> <p>ACTION: CEO Michael Dawber will proceed with hiring the Summer Experience student employee ASAP.</p> <p>ACTION: All staff and trustees attending the upcoming training day in Fort Frances should make appropriate carpool arrangements.</p>

		<p>Thunder Bay, May 12 & 13, 2015, with mileage and 50% of accommodation to be paid by OLS-North, all other approved costs and supply coverage to be paid by the Board.” <i>Carried.</i></p> <p>Motion 2015:32 [Jen Maxfield / Gordon Prost] “THAT the Board confirms the authorization of the CEO to apply to the Canada Post Community Foundation for a grant of \$3,966 for a children’s audiovisual centre.”<i>Carried.</i></p> <p>Motion 2015:33 [Gordon Prost / Heather Pater] “THAT the CEO is authorized to make all necessary arrangements for the hiring, training and payment of the 2015 Summer Experience Program student.”<i>Carried.</i></p> <p>Motion 2015:34 [Heather Pater / Jen Maxfield] “THAT the Board authorizes all trustees and staff to attend the Library Board training workshop in Fort Frances on June 6, 2015, with registration and mileage to be paid by the Library – the Library to be closed that day.” <i>Carried.</i></p>	
	<p>iii. Financial Report</p>	<p><i>See Document Set C.</i> Trustee Gordon Prost brought messages from Town Council regarding budget presentations to contracting townships and regarding a meeting about accounting procedures. There was general agreement the attendance of Friends of the Library at all public meetings involving Library Board</p>	<p>ACTION: Chairperson Linda Armstrong and CEO Michael Dawber will take under advisement the matter of budget presentations to</p>

		<p>matters should be encouraged. Motion 2015:37 [Gordon Prost / Heather Pater] “THAT Disbursements for March and April 2015 in the amount of \$11,940.21 be approved as paid.” Carried.</p> <p>Motion 2015:35 [Heather Pater / Gordon Prost] “THAT the Board authorizes the withdrawal of \$7,500 from the long-term bequest account, as shown in the 2015 budget, and directs that the remaining \$7,500 be reinvested as per previous instructions with the Northern Lights Credit Union.” Carried.</p>	<p>contracting townships. ACTION: Chairperson Linda Armstrong and CEO Michael Dawber will take under advisement the matter of a meeting with Town CAO Veldron Vogan and Mayor Debbie Ewald re: accounting procedures.</p>
	iv. Occupational Health & Safety Inspection, dated April 16, 2014	<p><i>See Document Set D.</i> Motion 2015:38 [Jen Maxfield / Gordon Prost] “THAT the Occupational Health & Safety Inspection, dated April 16, 2015, be received and read.” Carried.</p>	
	v. Policy Review – Policies PE3, PE4, PE5	<p><i>Refer to policies distributed at the March 24 meeting.</i> The Board requested more information regarding the treatment of non-statutory public holidays by other library boards before proceeding with approval of PE5. This matter was tabled until the June meeting.</p>	<p>ACTION: CEO Michael Dawber will prepare a report on the treatment of non-statutory public holidays by other library boards for the June meeting.</p>
5.0	CURRENT MEETING BUSINESS – DISCUSSION ITEMS		
	i. Email from Rebecca Tolen, RRHS, dated May 5 '15 re ebook partnership	<p><i>See Document Set E.</i></p>	
6.0	CURRENT MEETING BUSINESS –		

	FYI ITEMS		
	i. 2014 Interlibrary Loan Statistics for OLS-North Libraries ii. Letter from Tom Chrzan, MTCS, dated April 22 '15 re SEP Grant iii. Policy Review – Policies PE1, PE2	<i>See Document Sets F, G, H</i>	
7.0	OTHER BUSINESS		
8.0	NEXT MEETING [06 -15] – REGULAR	Friday, June 12, 2015 – 5 p.m. – summer potluck	
9.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 7:55 p.m.	

/msd