

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

Date	May 21, 2019	Time	7:00 p.m. - 8:35 p.m.
Chair / Facilitator	SOPOTIUCK, Norina	Recorder	DAWBER, Michael

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

Present	DAWBER, Michael; HARTNELL, Andrew; MCGREEVY, Bob; McDONALD, Donna; MOEN, Donna; NEILSON, Shawn; ROBINSON, Anna; SOPOTIUCK, Norina; WITTICH, Jodi.
Regrets	<i>none</i>

1.0	CALL TO ORDER APPROVAL OF AGENDA	The agenda was amended as follows: item 5.ii – Performance Appraisal of CEO. MOTION 2019:30 [Bob McGreevy / Donna Moen] “THAT the Agenda be approved as amended.” Carried.	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF APRIL 23, 2019	<i>See Document Set A.</i> One typo in the minutes was noted and corrected. MOTION 2019:31 [Donna Moen / Donna McDonald] “THAT the minutes of the meeting of April 23, 2019, be approved as corrected.” Carried.	ACTION: CEO Michael Dawber will post the corrected minutes to the Library website.
4.0	CURRENT MEETING BUSINESS – DECISION ITEMS i. CEO’s Report	<i>See Document Set B.</i> CEO Michael Dawber described the library’s recent activities. He confirmed the Library has received a \$2,000 private donation. The planned Board Development Workshop in Emo has been postponed. Promotion for the LGBTQ+ Pride Walk is underway, the event takes place May 25. There was general agreement that – due to our unsuccessful application for a Summer Experience Grant – Assistant Librarian Jodi Wittich could be scheduled for additional hours for the seven days of the TD Summer Reading Club. There was also general agreement to add \$600 to the fundraising target for 2019.	ACTION: CEO Michael Dawber will proceed with scheduling the TD Summer Reading Club.

		MOTION 2019:32 [Anna Robinson / Bob McGreevy] “THAT the CEO’s report be received and read.” Carried.	
	ii. Financial Report	<i>See Document Set C.</i> CEO Michael Dawber reviewed the accounts for April 2019. MOTION 2019:33 [Bob McGreevy / Donna Moen] “THAT Disbursements for April 2019 in the amount of \$6,209.37 be approved as paid.” Carried.	
	iii. Fundraising Plan	<p>The Board reviewed progress on the 2019 fundraising plan. The second sponsorship letter was reviewed and was authorized for distribution with requested amendments. All letters will be countersigned by Board Chair Norina Sopotiuick. 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 - “Big Pig Gig” [Donna McDonald and Norina Sopotiuick, with Friends, student volunteers, etc.] - tentative plan for pig roast Thursday, August 8, inquiries being made about vendor for pig roast and other details; Group Garage Sale – summer but not Mother’s Day Weekend – a committee including Bob McGreevy, Anna Robinson, Donna McDonald, and (when possible) Norina Sopotiuick – will meet to review this event. There are many issues to sort out, including storage of donated materials (the curling rink is not available); “Rounding-up” with WalMart [Anna] – we will approach other public libraries in the District to discuss doing this work collectively; Clothing Exchange – spring and/or fall [Donna Moen] – has contacted Linda Russell about this event. Tentative plan is to use the Seniors’ Depot, the event would need to take place on a Saturday. The Board will also place donation boxes/jars with the collaboration of local businesses. Andrew Hartnell may be able to provide donation boxes – if not,</p>	<p>ACTION: CEO Michael Dawber will print and distribute the sponsorship letters.</p> <p>ACTION: Donna McDonald and Norina Sopotiuick will continue to confirm details on the Big Pip Gig.</p> <p>ACTION: The garage sale committee will meet May 22 and report back.</p> <p>ACTION: CEO Michael Dawber will contact Emo Library CEO Kathy Leek re: the rounding-up proposal.</p> <p>ACTION: Donna Moen will follow-up with Linda Russell regarding the clothing exchange.</p> <p>ACTION: Andrew Hartnell will look for donation boxes.</p>

		Doug Moen may be able to build them.	
	iv. IN CAMERA: RRPL Confidentiality and Privacy Policies; Communications Issues	MOTION 2019:34 [Donna McDonald / Anna Robinson] “THAT the Board now go in camera.” MOTION 2019:35 [Bob McGreevy / Donna Moen] “THAT the Board return from in camera.” There was no report from the in camera discussion.	
	v. Policy Review – Policy Review – FO1 (Purpose of Policy and Procedure), FO2 (Board Advocacy), FO3 (Planning)	<i>See document distributed at April 23 meeting.</i> MOTION 2019:36 [Donna McDonald / Bob McGreevy] “THAT Policies FO1 (Purpose of Policy and Procedure), FO2 (Board Advocacy) and FO3 (Planning) be approved as amended.” <i>Carried.</i>	ACTION: CEO Michael Dawber will post the revised policies to the website.
5.0	CURRENT MEETING BUSINESS – DISCUSSION ITEMS i. Policy Review – Policy GO0 (Administration of the Board)	<i>See Document Set D.</i> Given the complexity of this policy, there will be no new policy presented in June.	ACTION: All Trustees will review Policy GO0 for the September meeting.
6.0	Current Meeting Business – FYI ITEMS i. Professional Development Report – Wittich – Thunder Bay Networking – Apr 30-May 1 ‘19 ii. Professional Development Report – Dawber – Thunder Bay Networking – Apr 30-May 1 ‘19	<i>See Documents E and F.</i>	
7.0	Next Meeting	Wednesday, June 19, ‘19 – meeting 5:30 p.m., potluck to follow	ACTION: Trustees will co-ordinate potluck contributions closer to the date
8.0	Adjournment	With no remaining business, the meeting adjourned at 8:35 p.m.	

/msd