

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

Date	May 22, 2018	Time	7:00 p.m.-7:25 p.m.
Chair / Facilitator	PROST, Gordon	Recorder	DAWBER, Michael

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

Present	DAWBER, Michael; MAXFIELD, Jen; MOEN, Donna; PROST, Gordon.
Regrets	McGREEVY, Bob; SOPOTIUCK, Norina.

1.0	CALL TO ORDER APPROVAL OF AGENDA	The following item was added to the agenda: 5.ii – Privacy of Membership Records. MOTION 2018:27 [Donna Moen / Jen Maxfield] “THAT the Agenda be approved as amended.” Carried.	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF APRIL 19, 2018	<i>See Document Set A.</i> MOTION 2018:28 [Jen Maxfield / Donna Moen] “THAT the minutes of the meeting of April 19, 2018, be approved as presented.” Carried.	
4.0	CURRENT MEETING BUSINESS – DECISION ITEMS i. CEO’s Report	<i>See Document Set B.</i> CEO Michael Dawber discussed recent Library activities. MOTION 2018:29 [Donna Moen / Jen Maxfield] “THAT the CEO’s report be received and read.” Carried. MOTION 2018:30 [Jen Maxfield / Donna Moen] “THAT the CEO is authorized to make necessary arrangements for the hiring, training and payment of the Summer	ACTION: CEO Michael Dawber will circulate the student assistant job posting.

		Experience Program student employee.” Carried.	
	ii. Financial Report	<i>See Document Set C. MOTION 2018:31 [Donna Moen / Jen Maxfield] “THAT Disbursements for April 2018 in the amount of \$5,624.77 be approved as paid.” Carried.</i>	
	iii. Occupational Health & Safety Inspection – May 11, 2018	<i>See Document Set D. MOTION 2018:32 [Jen Maxfield / Donna Moen] “THAT the Occupational Health & Safety Inspection dated May 11, 2018, be received and read.” Carried.</i>	
	iv. Purchase of Tote Bags for Library Promotions [Maxfield]	<i>See Document Set E. Vice-Chair Jen Maxfield discussed the two quotes obtained for Library tote bags. There was general agreement that CEO Michael Dawber would follow-up the second quote.</i>	ACTION: CEO Michael Dawber will contact the vendor that provided the second quote.
5.0	CURRENT MEETING BUSINESS – DISCUSSION ITEMS i. Policy Review – Policy SE17 (Access for Ontarians with Disabilities) and Multi-Year Accessibility Plan	<i>See Document Set F.</i>	ACTION: Trustees will review the policy and plan for the June meeting.
	ii. Privacy of Membership Records	CEO Michael Dawber provided more information to the Board re: complaints by Dawson/LOW Clerk-Treasurer Pat Giles about access to, and the accuracy of, Library membership records. In 2003, the Board answered Mr. Giles as follows – quoting from the Board minutes of October 15, 2003: “[Library CEO] Penny [Shumaker] spoke with...the Ontario Privacy Commissioner about giving our membership list to the Town and Townships. Unless we have previous	

		<i>consent from each person on the list we are not to give it to anyone. We can only reveal the number of patrons in each township.” There would be no change in our response today.</i>	
6.0	<p>CURRENT MEETING BUSINESS – FYI ITEMS</p> <p>Current Meeting Business – FYI ITEMS</p> <p>i. Professional Development Report – Wittich – Thunder Bay Networking Meeting May 1-2</p> <p>ii. Professional Development Report – Dawber – Thunder Bay Networking Meeting May 1-2</p> <p>iii. 2017 Statement of Financial Operations from Auditors (BDO)</p> <p>iv. Letter, dated May 1 ‘18, from Maureen Buckley, Assistant Deputy Minister, re: Summer Experience Program grant</p>	<i>See Document Sets G, H, I, and J.</i>	
7.0	Next Meeting [#06-18] and Annual Summer Potluck	Wednesday, June 13, 5 p.m. - potluck to follow at the Library	
8.0	Adjournment	With no remaining business, the meeting adjourned at 7:25 p.m.	

/msd