

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

Date	May 24, 2022	Time	5:57 p.m.-7:25 p.m.
Chair / Facilitator	MOEN, Donna	Recorder	DAWBER, Michael

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

Present	DAWBER, Michael; DESSERRE, Kim; EWALD, Mayor Deb; McDONALD, Donna; MOEN, Donna; ROBINSON, Anna.
Regrets	none

0.0	CALL TO ORDER	Chair Donna Moen called the meeting to order at 5:57 p.m.	
1.0	APPROVAL OF AGENDA	The agenda was amended as follows: 4.vi – Rec Centre Book Sale, May 28; [Trustee Anna Robinson] 5.iii CEO Performance Appraisal. MOTION 2022:15 [Deb Ewald / Donna McDonald] “THAT the Agenda be approved as amended.” Carried.	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETINGS OF FEBRUARY 22, 2022, AND APRIL 19, 2022	<i>See Document Sets A and B.</i> MOTION 2022:16 [Donna McDonald / Deb Ewald] “THAT the minutes of the meetings of February 22, 2022, and April 19, 2022, be approved as presented.” Carried.	ACTION: CEO Michael Dawber will post the approved 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 reviewed the Library’s activities since February. The approved 2022 budget requests have been sent to the municipalities. The Board discussed at	ACTION: Staff are directed to record and report unpaid staff time for one month each quarter.

		<p>length the 58 unpaid hours reported by staff for the previous month. There was general agreement that the budget’s direction to allocate any revenue over budget target to staff wages.</p> <p>MOTION 2022:17 [Donna McDonald / Anna Robinson] “THAT the CEO’s report be received and read.” Carried. MOTION 2022:18 [Deb Ewald / Donna McDonald] “THAT the Board confirms the authorization of the CEO to make all arrangements for the hiring, training and payment of the Summer Experience Program student employee.” Carried.</p>	
	ii. Financial Report	<p><i>See Document Set D.</i> MOTION 2022:19 [Anna Robinson / Deb Ewald] “THAT Disbursements for February, March and April 2022 in the amount of \$26.821.24 be approved as paid.” Carried.</p>	
	iii. Occupational Health & Safety Inspection – May 14 ‘22	<p><i>See Document Set E and document distributed at the meeting.</i> The Board discussed the on-going situation with water leakage and possible mold contamination in the basement of 334 4th Street. The Board expressed concern for the safety of staff and patrons, and agreed that any decision about a temporary closure of the facility should wait until the results of air quality testing are received from the Northwestern Health Unit.</p> <p>MOTION 2022:21 [Donna McDonald / Anna Robinson] “THAT the Occupational Health & Safety Inspection dated May 14 ‘22 be received</p>	<p>ACTION: CEO Michael Dawber will contact the Health Unit and the landlord again regarding outstanding issues.</p>

		and read.” Carried.	
	iv. Policy Review – PE14 (Occupational Health & Safety, Working Alone and Workplace Violence)	<i>See Document Set F. MOTION 2022:20 [Deb Ewald / Anna Robinson] “THAT Policy PE14 (Occupational Health & Safety, Working Alone and Workplace Violence) be approved as presented.” Carried.</i>	ACTION: CEO Michael Dawber will post the approved policy to the Library website.
	v. Library Board meetings	There was general agreement the Board’s meeting for September 2022 would be moved to daytime hours.	
	vi. Rec Centre Book Sale, May 28	Trustees agreed to run a booksale table at the ‘vendor blender’ event at the Rec Centre on May 28.	ACTION: Trustees will set up, manage and take down the book sale table May 28.
5.0	i. Strategic Plan 2022-2026	See Document Set G. There was general agreement that the five goals described in the summary were acceptable.	ACTION: CEO Michael Dawber will draft a 2022-2026 Strategic Plan for review at the September 2022 meeting. Approval of the plan will be left to the incoming 2022-2026 Board.
	ii. Policy Review – SE10 (Resource Sharing & Reserves)	<i>See Document Set H.</i>	ACTION: Trustees will review the policy for the June 2022 meeting.
	iii. CEO Performance Appraisal [A. Robinson]	Trustee Anna Robinson raised concerns regarding the CEO Performance Appraisal process conducted under Policy PE13, as approved	ACTION: CEO Michael Dawber will bring a new draft of Policy PE13 to the

		January 20 '22. Trustee Robinson stated that she objected to the process as conducted and could not support the review in the event of a lawsuit. There was a detailed discussion of appraisal processes. There was general agreement that Policy PE13 would be reviewed again at the September 2022 meeting.	September 2022 meeting.
6.0	CURRENT MEETING BUSINESS – FYI ITEMS i. Letter, dated Apr 29 '22, from MHSTCI re: Summer Experience Grant ii. Letters, dated Apr 22 '22, re: Contract Extension for Dawson, Lake of the Woods & Morley	<i>See Document Sets I, J, K, and L.</i>	
7.0	Next Meeting [#05-22]	Tuesday, June 21, 2022 – 6 p.m. at the Library	
8.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 7:34 p.m.	

/msd