

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

Date	May 25, 2017
Chair / Facilitator	PROST, Gordon

Time	7:00 p.m. – 8:05 p.m.
Recorder	DAWBER, Michael

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

Present	DAWBER, Michael; MAXFIELD, Jen; MOEN, Donna; PATER, Heather; PROST, Gordon
Absent	SOPOTIUCK, Norina.

1.0	APPROVAL OF AGENDA	Motion 2017:23 [Heather Pater / Donna Moen] “THAT the Agenda be approved as amended.” <i>Carried.</i>	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETINGS OF MARCH 21, 2017, AND APRIL 25, 2017	<i>See Document Sets A and B.</i> MOTION 2017:24 [Jen Maxfield / Heather Pater] “THAT the Minutes of the meetings of March 21, 2017, and April 25, 2017, be approved as presented.” <i>Carried.</i>	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 discussed the Library’s recent activities. He confirmed the 2017 budget packages had been sent to the Library’s four supporting municipalities, and that the New- Gold-supported DVD centre for children had been installed. The Board noted that the Friends of the Library group were willing to help with fundraising efforts in 2017 but that the group may need better	

		<p>role definition for its work. The Board supports autonomous fundraising activity by the Friends. The CEO is still collecting unit cost details on canvas bags for promotional use, as directed by the Board.</p> <p>MOTION 2017:29 [Donna Moen / Jen Maxfield] “THAT the CEO’s Report be received and read.” <i>Carried.</i></p>	
	ii. Budget Delegations to Municipalities	<p>The Board discussed the upcoming budget presentations to the Townships of Lake of the Woods (June 6), Dawson (June 7) and Morley (June 28). Delegations were confirmed and all Trustees were encouraged to attend the meetings if possible.</p>	ACTION: CEO Michael Dawber will circulate a one-page summary of budget discussion points for all Trustees.
	iii. Financial Report	<p><i>See Document Set D.</i> Motion 2017:25 [Heather Pater / Jen Maxfield] “THAT Disbursements for March and April 2017 in the amount of \$11,980.00 be approved as paid.” <i>Carried.</i></p>	
	iv. Occupational Health & Safety Inspection Report, dated May 10, 2017	<p><i>See Document Set E.</i> CEO Michael Dawber confirmed that an updated fire evacuation plan and emergency contact numbers for use of staff had both been posted. The tree at the southeast corner of the building was also removed by the landlord, and this should reduce water problems in the children’s section. Motion 2017:26 [Jen Maxfield / Donna Moen] “THAT the Occupational Health & Safety Inspection dated May 10, 2017, be received and read.” <i>Carried.</i></p>	
	v. Policy Review – SE15 (Programming)	<p><i>See document distributed at the previous meeting.</i> Motion 2017:27 [Donna Moen / Heather Pater] “THAT Policy SE15 (Programming) be approved as</p>	

		presented.” Carried.	
	vi. Healthy Kids Community Challenge	<p><i>See document distributed at the meeting.</i> CEO Michael Dawber requested Board approval to apply for a Healthy Kids Community Challenge grant to support a seed library. The Board had tentatively agreed to start a seed library program in 2015 but the community partners did not follow through.</p> <p>Motion 2018:28 [Donna Moen / Heather Pater] “THAT the CEO is authorized to apply to the Healthy Kids Community Challenge for \$860 in support of a seed library.” Carried.</p>	ACTION: CEO Michael Dawber will send the grant application to the Northwestern Health Unit.
5.0	<p>CURRENT MEETING BUSINESS – DISCUSSION ITEMS</p> <p>i. Professional Development Report – Wittich – OLSN Networking event, May 2-3 ‘17</p> <p>ii. Professional Development Report – Dawber – OLSN Networking event, May 2-3 ‘17</p>	<i>See Document Sets F and G.</i>	
6.0	<p>CURRENT MEETING BUSINESS – FYI ITEMS</p> <p>i. Letter, dated March 31, 2017, from Daryl Ellis, Director, Finance, NewGold, re: Donation</p>	<i>See Document Set H.</i>	
7.0	Next Meeting [#06-17] – annual potluck	At the call of the chair.	
8.0	Adjournment	With no remaining business, the meeting adjourned at 8:05 p.m.	

/msd