

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

Date	November 1, 2016
Chair / Facilitator	PROST, Gordon

Time	7:05 p.m. – 7:50 p.m.
Recorder	DAWBER, Michael

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

Present	DAWBER, Michael; EWALD, Debbie; MAXFIELD, Jen; MOEN, Donna; PROST, Gordon; SOPOTIUCK, Norina.
Regrets	PATER, Heather.
Guest	FRIESEN, Wade.

1.0	APPROVAL OF AGENDA	The following items were added to the Agenda: under 2.1 – Delegation from Friesen Five Investors. Motion 2016:58 [Debbie Ewald / Norina Sopotiuick] “THAT the Agenda be approved as amended.” Carried.	
2.0	CONFLICT OF INTEREST DECLARATION		
2.1	DELEGATION – FROM FRIESEN FIVE INVESTORS	Wade Friesen – representing the Friesen Five investors group – spoke to the Board regarding the lease for the Library facility. There was general agreement that the Board would support signing a new, five-year lease to begin January 1, 2017, with the same conditions and terms as the existing lease. The Board agreed to consider an annual increase to the lease payment equal to the rate of inflation as calculated by the Bank of Canada.	ACTION: CEO Michael Dawber will draft a new lease using the existing lease as a template, and distribute that document to the Board and the Friesen Five. Trustees will consider the lease at the December meeting.

3.0	MINUTES OF THE MEETING OF SEPTEMBER 21, 2016	<i>See Document Sets A.</i> A friendly amendment was made to the approval motion to correct the date to September 21 (rather than September 20). Motion 2016:59 [Norina Sopotiuick / Debbie Ewald] “THAT the Minutes of the meetings of September 21, 2016, 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 B and additional documents handed out at the meeting.</i> CEO Michael Dawber reviewed Library activities in October, including Ontario Public Library Week events. He confirmed an issue with the Board’s insurance certificate was being dealt with at the request of the Ministry of Tourism, Culture and Sport. Motion 2016:60 [Norina Sopotiuick / Debbie Ewald] “THAT the CEO’s report be received and read.” Carried.	ACTION: CEO Michael Dawber will update the Board on the insurance certificate issue.
	ii. Financial Report	<i>See Document Set C.</i> CEO Michael Dawber confirmed a maximum of \$500 would need to be drawn from reserves to replace the Library’s shredder and vacuum cleaner. A new label printer was also purchased, as the Brother laser printer can no longer handle sheet labels (due to wear on the printer). He outlined a spending plan for the 2016-17 Ontario Library Capacity Fund dollars. There was general agreement to proceed with the plan with a view to placing other, unspent funds in reserve if possible. Motion 2016:61 [Debbie Ewald / Donna Moen] “THAT Disbursements for September 2016 in the amount of \$4,629.98 be approved as	ACTION: CEO Michael Dawber will proceed with the OLCF spending plan as approved.

		<p>paid.” Carried. Motion 2016:62 [Debbie Ewald / Norina Sopotiuick] “THAT the Board authorizes the OLCF Grant spending plan as presented.” Carried. Motion 2016:63 [Debbie Ewald / Norina Sopotiuick] “THAT the CEO is authorized to draw \$500 from Reserves for purchase of needed equipment.” Carried.</p>	
	iii. Collection of Internet User Stats	<p>There was general agreement that staff would begin collecting internet user statistics based on the user’s home municipality. Only aggregate statistics will be used, and no identifiable personal information will be collected. CEO Michael Dawber noted the process of capturing the stats may be onerous and he will report to the Board in December on the work involved.</p>	<p>ACTION: CEO Michael Dawber will set up the new statistical collection system.</p>
	iv. Policy Review – SE8 (Business Services), SE11 (Collection Organization), SE12 (Facility Rental)	<p><i>See documents distributed at the September meeting.</i> There was general agreement that policy SE12 should be amended to include a refundable \$50 cleaning deposit, in addition to the standard \$50 rental charge. Motion 2016:64 [Donna Moen / Debbie Ewald] “THAT Policies SE8 (Business Services), SE11 (Collection Organization) and SE12 (Facility Rental) be approved as amended.” Carried.</p>	<p>ACTION: CEO Michael Dawber will revise policy SE12 and post all three policies to the Library website.</p>
5.0	<p>CURRENT MEETING BUSINESS – i. Policy Review – SE18 (Healthy Meetings & Events) ii. Letter, dated Oct. 14 ’16, from Barb Everett, Nexus Credit Union, re: Purchase of 334 4th St</p>	<p><i>See Document Sets D and E.</i></p>	<p>ACTION: Trustees will review the policy for discussion at the next meeting.</p>
6.0	<p>Current Meeting Business – FYI ITEMS: i. Email, dated Sep. 17</p>	<p><i>See Document Sets F and G.</i></p>	

	'16, from Andrew Hallikas re eBook Consortium ii. Report from Better World Books on Revenue Earned and Positive Environmental Impact		
7.0	NEXT MEETING [#10-16] & HOLIDAY SUPPER	Wednesday, December 7, 2016 – 5:00 pm, followed by holiday supper.	
8.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 7:50 p.m.	

/msd