

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

<b>Date</b>	November 27, 2019	<b>Time</b>	5:05 p.m.-5:45 p.m.
<b>Chair / Facilitator</b>	MOEN, Donna	<b>Recorder</b>	DAWBER, Michael

Signature of Chair / Facilitator: \_\_\_\_\_ Signature of Recorder: \_\_\_\_\_

<b>Present</b>	DAWBER, Michael; HARTNELL, Andrew; McDONALD, Donna; McGREEVY, Bob; MOEN, Donna; SINDING, Robert; WHIFFIN, Sandra; WITTICH, Jodi.
<b>Regrets</b>	NEILSON, Shawn; ROBINSON, Anna.

0.0	CALL TO ORDER	Chair Donna Moen called the meeting to order at 5:05 p.m.	
1.0	APPROVAL OF AGENDA	<b>MOTION 2019:56 [Andrew Hartnell / Donna McDonald] "THAT the Agenda be approved as presented." Carried.</b>	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF OCTOBER 29, 2019	<i>See Document Set A.</i> <b>MOTION 2019:57 [Andrew Hartnell / Donna McDonald] "THAT the minutes of the meeting of October 29, 2019, be approved as presented." Carried.</b>	<b>ACTION: CEO Michael Dawber will post the approved minutes to the Library website.</b>
4.0	CURRENT MEETING BUSINESS – DECISION ITEMS i. CEO's Report	<i>See Document Set B.</i> CEO Michael Dawber provided a summary of the Library's recent activities. Regrettably, the computers donated by Alterna Credit Union could not be used as there was no operating system on the machines. Six new Lenovo desktops were purchased with Windows 10 instead, using funds raised during Ontario Public Library Week. Significant on-going issues with the load imbalance in the Ontario interlibrary loan system – now reaching a 4:1 net lending ratio for the library – may require suspension of all services to SOLS libraries. This will be decided in January 2020. <b>MOTION 2019:58</b>	<b>ACTION: CEO Michael Dawber will draft a letter to MTCS re Manitoba professional development expenses.</b>

		<b>[Andrew Hartnell / Sandra Whiffin] “THAT the CEO’s report be received and read.” Carried.</b>	
	ii. Financial Report	See Document Set C. CEO Michael Dawber reviewed the Library’s current financial position. He explained the Ministry of Tourism, Culture & Sport is still requiring a cash-based financial report for the mandatory Annual Survey. This report differs from the accrual-based report generated by – and required by – the Town. <b>MOTION 2019:59 [Bob McGreevy / Andrew Hartnell] “THAT Disbursements for October 2019 in the amount of \$7,379.48 be approved as paid.” Carried.</b>	
	iii. New Gold Meeting Room Project	CEO Michael Dawber confirmed all funded equipment and furniture have now been delivered. We are waiting for New Gold to confirm a date for their volunteers to help install the equipment. Vice-chair Bob McGreevy asked if an additional phone line for the meeting room had been budgeted. Michael confirmed it was not, but that this would be reviewed during 2020 budget discussions depending on actual usage of the main phone line for meetings.	
	iv. Policy Review – PE1 (Responsibility for Personnel Issues), PE2 (Hiring Process), PE3 (Hours of Work)	See Policies distributed at the October meeting. <b>MOTION 2019:60 [Andrew Hartnell / Bob McGreevy] “THAT Policies PE1 (Responsibility for Personnel Issues), PE2 (Hiring Process), PE3 (Hours of Work) be approved as presented.”</b> CEO Michael Dawber confirmed for Chair Donna Moen that the schedule for Policy PE3 may need to be revisited if the public service hours change during the 2020 budget process. Trustee Donna McDonald requested that s.10 of Policy PE2 be changed to read “shortlisted candidate(s)” rather than “successful candidate.” This was agreed. By friendly amendment, the motion was changed to: <b>“THAT Policies PE1 (Responsibility for Personnel Issues), PE2 (Hiring Process), PE3 (Hours of Work) be</b>	<b>ACTION: CEO Michael Dawber will post the approved, amended policies to the website.</b>

		<b>approved as amended.” Carried.</b>	
5.0	CURRENT MEETING BUSINESS – Discussion Items i. Policy Review – Policy SE6 (Circulation)	<i>See Document Set D.</i> CEO Michael Dawber confirmed that significant changes were proposed to the replacement cost table.	<b>ACTION: Trustees will review Policy SE6 for the January 2020 meeting.</b>
6.0	CURRENT MEETING BUSINESS – FYI Items	<i>none</i>	
7.0	NEXT MEETING [#01-20]	Tuesday, January 21, 2020 – 7 p.m.	
8.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 5:45 p.m.	
		<i>The meeting was followed by the Board’s annual holiday supper, courtesy of Rainy River Town Council.</i>	

/msd