

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

Date	November 3, 2020	Time	7:05 p.m.-8:27 p.m.
Chair / Facilitator	MOEN, Donna	Recorder	DAWBBER, Michael

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

Present	DAWBBER, Michael; McDONALD, Donna; MCGREEVY, Bob; MOEN, Donna; NEILSON, Shawn; WHIFFIN, Sandra.
Regrets	ROBINSON, Anna
Absent	HARTNELL, Andrew

0.0	CALL TO ORDER	Chair Donna Moen called the meeting to order at 7:05 p.m.	
1.0	APPROVAL OF AGENDA	The following items were added to the agenda: 4.iii – OLS Mergers; 4.iv – Equipment Purchases; 4.v – Trillium Application; items 5.iii and 5.iv were renumbered 5.i and 5.ii; added, 5.iii – Report re: Facility (Moen/McGreevy). – MOTION 2020:34 [Donna McDonald / Sandra Whiffin] “THAT the Agenda be approved as amended.” Carried.	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF AUGUST 18, 2020	<i>See Document Set A.</i> Typos were corrected and the date corrected to August 18. CEO Michael Dawber reported that the best option for the proposed photo contest would be to include a photo or photos in the forthcoming RRPL cookbook. The Board took this under advisement. MOTION 2020:35 [Sandra Whiffin / Donna McDonald] “THAT the minutes of the meeting of August 18, 2020, be approved as amended.” 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 distributed during the meeting.</i> CEO Michael Dawber provided a full update on Library activities since the last meeting in	

		<p>August. The Typical Week count has been completed and will be included in the Library’s 2020 annual report to the Ministry. The Internet Connectivity support from SOLS has been renewed for 2021. COVID-19 measures continue to require double-staffing to operate the Library. A report on staffing needs for 2021 will be in the December meeting package. MOTION 2020:36 [Donna McDonald / Sandra Whiffin] “THAT the CEO’s Report be received and read.” Carried.</p>	
	<p>ii. Financial Report</p>	<p><i>See Document Set C.</i> The Board reviewed disbursements for August and September 2020. Due to recent success with fundraising, the Board should complete 2020 without needing to draw down reserves. MOTION 2020:37 [Bob McGreevy / Donna McDonald] “THAT Disbursements for August and September 2020 in the amount of \$13,890.59 be approved as paid.” Carried.</p>	
	<p>iii. OLS Mergers</p>	<p>CEO Michael Dawber explained the proposed structure of the new Ontario Library Services Board will have no guaranteed Northern representation. The Board will have trustees selected in categories by population served. The proposal means the 108 libraries serving fewer than 2,500 people would have to meet as one group to select two trustees. There was general agreement that having no guaranteed Northern representation on the Board had serious implications for service to Northern libraries. MOTION 2020:38 [Bob McGreevy / Donna McDonald] “THAT the Rainy River Public Library Board is very concerned with the proposed structure of the Ontario Library Services Board, and THAT the Board urges the province to guarantee at least two elected trustees and one appointed trustee from Northern Ontario on the OLS Board.” Carried.</p>	<p>ACTION: CEO Michael Dawber will attend</p>

	iv. Equipment Purchases	<p>The Board reviewed the CEO’s recommendation to purchase and install an outdoor, contactless hold pick-up station. The Library continues to provide some curbside picks and will need to rely entirely on curbside if provincial orders re: COVID change. There was general agreement that a set of six outdoor mailboxes would be a practical and cost-effective solution. MOTION 2020:39 [Bob McGreevy / Sandra Whiffin] “THAT the CEO be authorized to purchase a contactless outdoor hold pick-up station at a cost of approximately \$645.” Tabled.</p>	<p>ACTION: CEO Michael Dawber will bring more information back to the December meeting.</p>
	v. Trillium Application	<p>CEO Michael Dawber confirmed he will try to file an application with the Trillium Foundation for a new (and urgently-needed) outdoor book return. The deadline for applications is December 2. There was general agreement that Michael could circulate the draft application by email in advance with formal approval on the agenda for December 1.</p>	<p>ACTION: CEO Michael Dawber will circulate the draft Trillium application as soon as possible.</p>
5.0	<p>CURRENT MEETING BUSINESS – Discussion Items i. Silent Auction</p>	<p>In the absence of Trustee Anna Robinson, CEO Michael Dawber discussed results of the recent Silent Auction. The on-line format was a runaway success. Total funds raised will be \$2,897 if all bids are honored. There was general agreement that perishables would not be included in the auction, as the logistics of holding and distributing them created significant problems for staff. Michael also recommended that the total number of auction lots be capped at 60, as some patrons said they found the size of the auction unwieldy to navigate.</p>	
	ii. 65 th Anniversary Cookbook (McDonald)	<p>Trustee Donna McDonald reported on progress of the 65th anniversary cookbook fundraiser. Gateway Publishing of Winnipeg will be handling production using an on-line submission portal (a formal vote to approve Gateway will follow later). Many recipes have been received but there’s room for more. Maximum recommended size of the book</p>	<p>ACTION: All Trustees should remind friends and neighbors that recipes can be submitted through the Library until November 30.</p>

		will be about 300 recipes. Approximate unit cost for the project will be \$5.16 (on an order of 300 books). Promotions have been placed on the talker boards at both ends of town. CEO Michael Dawber will contribute a brief history of the Library to include in the book.	ACTION: Trustee Donna McDonald will contact volunteers to help key the recipes into Gateway's on-line portal.
	iii. Report re: Facility (Moen & McGreevy)	Board Chair Donna Moen and Vice-Chair Bob McGreevy reported back on their September 11 meeting with Town CEO Veldron Vogan re: a new space for the Library. There were no obvious candidate spaces for the Library board to consider. The Town's plan remains focused on a new, multi-use facility that would include the Library and the Rec Centre.	ACTION: CEO Michael Dawber will provide the Board with a one-pager describing facility requirements for a new Library space.
6.0	CURRENT MEETING BUSINESS – FYI Items I. Email, dated Sep. 11 '20, from Weebly re: website stats.		
7.0	NEXT MEETING [#06-20]	Tuesday, December 1, at 7 p.m. in the Library. The Board noted that there were no plans for a holiday supper this year due to COVID.	
8.0	ADJOURNMENT	With no remaining business, the meeting adjourned at 8:27 p.m.	

/msd