

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

<b>Date</b>	October 24, 2017	<b>Time</b>	7:35 p.m.-8:25 p.m.
<b>Chair / Facilitator</b>	PROST, Gordon	<b>Recorder</b>	DAWBER, Michael

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

<b>Present</b>	DAWBER, Michael; MAXFIELD, Jen; MOEN, Donna; PATER, Heather; PROST, Gordon; SOPOTIUCK, Norina; WITTICH, Jodi.
<b>Regrets</b>	<i>none</i>

1.0	APPROVAL OF AGENDA	<b>Motion 2017:43 [Donna Moen / Jen Maxfield]</b> <b>“THAT the Agenda be approved as distributed.”</b> <i>Carried.</i>	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF SEPTEMBER 19, 2017	<i>See Document Set A.</i> The minutes were corrected by revising the mover of Motion 2017:38 to Norina Sopotiuuck. <b>MOTION 2017:44 [Jen Maxfield / Donna Moen] “THAT the Minutes of the meeting of September 19, 2017, be approved as amended.”</b> <i>Carried.</i>	<b>ACTION: CEO Michael Dawber will post the corrected 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 discussed the Library’s recent fundraising activities. A spending plan was presented for the anonymous \$10,000 donation. Board Chair Gordon Prost recommended that any new shelving purchased	<b>ACTION: CEO Michael Dawber will revise the letter to the Legion and will send it ASAP.</b>

		<p>should be considered for addition to the paperback section. <b>MOTION 2017:45 [Donna Moen / Jen Maxfield] “THAT the CEO’s Report be received and read.” Carried. MOTION 2017:46 [Norina Sopotiuick / Heather Pater] “THAT the Library Board approves the Improving Library Digital Services grant spending plan for 2017 and 2018 as presented.” Carried.</b></p>	<p><b>ACTION: CEO Michael Dawber will proceed with the 2017 portion of the 10K donation spending plan as approved.</b></p>
ii. Financial Report		<p><i>See Document Set C.</i> CEO Michael Dawber indicated he had not received an updated financial report from the town office prior to the meeting. Trustee Heather Pater discussed strategies for approaching the contracting partners for more financial support. The Board reviewed its obligations under the proposed Bill 148. If passed, the law will require an increase to Band B of the wage grid to meet the new legal minimum wage. Dawber confirmed the proposed motion would only take effect if the bill passes as-is. <b>Motion 2017:47 [Norina Sopotiuick / Heather Pater] “THAT the Board approves the revised Schedule A to Policy PE4, subject to passage of Bill 148 by the Ontario Legislature before December 23, 2017.” Carried. Motion 2017:48 [Heather Pater / Norina Sopotiuick] “THAT Disbursements for September 2017 in the amount of \$5,904.76 be approved as paid.” Carried.</b></p>	
iii. Occupational Health & Safety Inspection dated September 23, 2017.		<p><i>See Document Set D.</i> A motion to receive this report will be brought to the table in November.</p>	

	iv. Library Funding Review Survey	CEO Michael Dawber reviewed the Board’s response to the Survey and explained a technical issue with the submission. The full text of the response will follow by email.	
	v. Policy Review – PE15 (Travel)	<i>See document distributed at the September meeting.</i> <b>MOTION 2017:49 [Norina Sopotiuick / Heather Pater] “THAT Policy PE15 (Travel) be approved as presented.” Carried.</b>	
	vi. Antique/Artifact Collection	CEO Michael Dawber requested Board direction on the Library’s antique/artifact collection. Per Board policy, the Library does not actively collect or maintain realia collections. The existing collection of about 65 items had to be moved from the basement due to a recent flood, and the items cannot be stored there moving forward. There was consensus that the Board should contact Town Council to see if there is interest in moving the items to other town facilities. The Board will consider other options if the Town is not interested. <b>MOTION 2017:50 [Heather Pater / Norina Sopotiuick] “THAT the Board authorizes the CEO to contact the Emo and Fort Frances museums regarding a permanent loan from the antique/artifact collection.”</b> Motion tabled.	<b>ACTION: CEO Michael Dawber will write to Town Council and copy the letter to the Board FYI.</b>
5.0	CURRENT MEETING BUSINESS – DISCUSSION ITEMS i. Valuing Northern Libraries Toolkit – Final Report. ii. Policy Review – SE16 (Local	<i>See document appended to board package, and Document Set E.</i> CEO Michael Dawber reported the Library Value project’s final report had been submitted. The statistical portion of the Toolkit will generate a dollar value for all programs and	<b>ACTION: Trustees will review Policy SE16 for the November meeting.</b> <b>ACTION: CEO Michael Dawber will run the Library</b>

	History Collections)	services offered by the Library. This report will be presented at the November meeting.	<b>Value Toolkit using Rainy River statistics and present the results for the November meeting.</b>
6.0	CURRENT MEETING BUSINESS – FYI ITEMS i. Letter, dated September 29 '17, to A. Tom re: Big Grassy Library Services. ii. Report from Better World Books.	<i>See Document Sets F and G.</i>	
7.0	Next Meeting [#09-17]	Tuesday, November 21 – 7 p.m.	
8.0	Adjournment	With no remaining business, the meeting adjourned at 8:25 p.m.	

/msd