

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

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| <b>Date</b>                | October 29, 2019   | <b>Time</b>     | 7:00 p.m.-8:08 p.m. |
| <b>Chair / Facilitator</b> | McGREEVY, Bob (to 7:15 p.m.)<br>MOEN, Donna (from 7:15 p.m.) | <b>Recorder</b> | DAWBER, Michael     |

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

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| <b>Present</b> | DAWBER, Michael; HARTNELL, Andrew; McDONALD, Donna; McGREEVY, Bob; MOEN, Donna; NEILSON, Shawn; ROBINSON, Anna; SINDING, Robert; WHIFFIN, Sandra. |
| <b>Guest</b>   | ARMSTRONG, Larry  |
| <b>Regrets</b> | None  |

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| 0.0 | CALL TO ORDER AND WELCOME TO NEW TRUSTEES | Pending election of a new Chair, Vice-Chair Bob McGreevy called the meeting to order. The Board welcomed newly-appointed trustees Robert Sinding and Sandra Whiffin to the table.  |  |
| 1.0 | APPROVAL OF AGENDA                        | <b>MOTION 2019:49 [Anna Robinson / Donna McDonald]</b><br><b>"THAT the Agenda be approved as presented."</b> <i>Carried.</i>   |  |
| 2.0 | CONFLICT OF INTEREST DECLARATION          |  |  |
| 3.0 | ELECTION OF LIBRARY BOARD CHAIR           | By consensus, CEO Michael Dawber was appointed Chief Election Officer for the vote. Nominations were called. Anna Robinson was nominated by Bob McGreevy. Nomination declined. Donna Moen was nominated by Anna Robinson, seconded by Donna McDonald. There were no further nominations. Donna Moen was declared elected by acclamation. |  |
|     |   | Donna Moen assumed the Chair at 7:15 p.m.  |  |

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| 4.0 | MINUTES OF THE MEETING OF SEPTEMBER 17, 2019                             | <p><i>See Document Set A.</i> CEO Michael Dawber confirmed the action item under section 5.0 of the minutes – regarding the letter of support for Town Council’s application for infrastructure funding – had been completed. <b>MOTION 2019:50 [Donna McDonald / Bob McGreevy] “THAT the minutes of the meeting of September 17, 2019, be approved as presented.” Carried.</b></p>  | <p><b>ACTION: CEO Michael Dawber will post the approved minutes to the Library website.</b></p>                     |
| 5.0 | <p>CURRENT MEETING BUSINESS –<br/>DECISION ITEMS<br/>i. CEO’s Report</p> | <p><i>See Document Set B.</i> CEO Michael Dawber provided a summary of the Library’s recent activities. Totals from Ontario Public Library Week (OPLW) fundraising events were: clothing exchange, \$340; book sale, \$340; silent auction, \$1,044 (a record). The encouraging letter from MPP Greg Rickford re: canvas interlibrary loan bags was noted. There was general agreement that the Chair and the CEO would contact the Ministry of Tourism, Culture &amp; Sport (MTCS) regarding use of Ministry funds for professional development in Manitoba. <b>MOTION 2019:51 [Donna McDonald / Anna Robinson “THAT the CEO’s report be received and read.” Carried. MOTION 2019:52 [Donna McDonald / Bob McGreevy] “THAT the CEO is authorized to attend the Manitoba Libraries Conference, April 6-8 2020 – registration to be paid by the Board, all other expenses to be paid by the CEO at his discretion, supply coverage to be provided.”</b> By friendly amendment, this was amended to: “THAT the CEO is authorized to attend the Manitoba Libraries Conference, April 6-8 2020 – registration to be paid by the Board, all other expenses to be paid <b>as directed by the Board</b>, supply coverage to be provided.” <i>Carried.</i></p> | <p><b>ACTION: CEO Michael Dawber will draft a letter to MTCS re Manitoba professional development expenses.</b></p> |
|     | ii. Financial Report   | <p><i>See Document Set C.</i> CEO Michael Dawber reviewed the Library’s current financial position. <b>MOTION 2019:53 [Anna Robinson / Donna Moen] “THAT Disbursements for September 2019 in the amount of \$6,245.90 be</b></p>   |   |

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|     |   | <b>approved as paid.” Carried.</b>  |  |
|     | iii. Occupational Health & Safety Inspections – October 19, 2019  | <i>See Document Set D.</i> CEO Michael Dawber confirmed a number of repairs had been made to the building, and that an abandoned vehicle had been removed. <b>MOTION 2019:54 {Donna Moen / Andrew Hartnell} “THAT the Occupational Health &amp; Safety Inspection dated October 19, 2019, be received and read.” Carried.</b>   | <b>ACTION: CEO Michael Dawber will write to the landlord regarding the library door.</b>                             |
|     | iv. New Gold Meeting Room Project   | CEO Michael Dawber confirmed the funded furniture would arrive on or around November 13. A flat screen television for presentations is still to be purchased.   | <b>ACTION: CEO Michael Dawber will contact New Gold regarding installation help/volunteers for the meeting room.</b> |
|     | v. Policy Review – GO0 (Administration of the Board)  | <i>See Policy distributed at the May meeting.</i> Concerns were raised about the issue of quorum being lost during Board meetings. Under the Public Libraries Act, the Board cannot legally transact business if a quorum is not present. <b>MOTION 2019:55 [Andrew Hartnell / Donna Moen] “THAT Policy GO0 (Administration of the Board) be approved as presented.” Carried.</b> | <b>ACTION: CEO Michael Dawber will post the approved policy to the website.</b>                                      |
| 6.0 | CURRENT MEETING BUSINESS – Discussion Items<br>i. Investing in Canada Infrastructure Program. ii. Letter, Greg Rickford MPP, Sep 26/19, re: Canvas ILLO Bags. iii. Policy Review – PE1 (Responsibility for Personnel Issues), PE2 (Hiring Process), PE3 (Hours of Work) | <i>See Document Sets E and F.</i>   | <b>ACTION: Trustees will review Policies PE1, PE2 and PE3 for the November meeting.</b>                              |
| 7.0 | CURRENT MEETING BUSINESS – FYI Items<br>i. Rainy River Town Council Motion 19-137 re Trustee Appointments. ii. Professional   | <i>See Document Sets G, H, I, and J.</i>  |  |

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|     | Development Report – Dawber – CELA Workshop + OLA Child & Youth Expo. iii. Union Gas – Violation Notice re: Furnace Exhaust. iv. Email, Canada Post, Sep 23/19 re: Library Materials Rate |   |   |
| 8.0 | Next Meeting [#10-19] + Annual Holiday Supper   | Wednesday, November 27, 2019 – meeting 5 p.m. dinner to follow. | <b>ACTION: CEO Michael Dawber will contact Michele Abraham about catering for the holiday supper.</b> |
| 9.0 | Adjournment   | With no remaining business, the meeting adjourned at 8:08 p.m.  |   |

/msd