

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

Date	September 19, 2017	Time	7:00 p.m. - 7:45 p.m.
Chair / Facilitator	PROST, Gordon	Recorder	DAWBER, Michael

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

Present	DAWBER, Michael; MAXFIELD, Jen; MOEN, Donna; PROST, Gordon; SOPOTIUCK, Norina; WITTICH, Jodi.
Regrets	PATER, Heather.

1.0	APPROVAL OF AGENDA	Motion 2017:35 [Jen Maxfield / Donna Moen] “THAT the Agenda be approved as distributed.” <i>Carried.</i>	
2.0	CONFLICT OF INTEREST DECLARATION		
3.0	MINUTES OF THE MEETING OF JULY 5, 2017	<i>See Document Set A.</i> MOTION 2017:36 [Norina Sopotiuck / Jen Maxfield] “THAT the Minutes of the meeting of July 5, 2017, be approved as presented.” <i>Carried.</i>	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.</i> CEO Michael Dawber discussed the Library’s activities over the summer. He confirmed the Library has received a grant of \$10,526 from the Improving Library Digital Services fund, and presented a spending plan for that grant. There was agreement that the fundraising letter for the Major Hughes Branch #54 of the Legion would be revised to include a request for computer	ACTION: CEO Michael Dawber will revise the letter to the Legion and will send it ASAP.

	<p>furniture. An option to have furniture locally built will be kept in reserve. Hiring a student computer trainer will be considered for the unallocated funds in 2018. MOTION 2017:37 [Donna Moen / Norina Sopotiuick] “THAT the CEO’s Report be received and read.” Carried. MOTION 2017:38 [Norina Sopotiuick / Jen Maxfield] “THAT the Library Board approves the Improving Library Digital Services grant spending plan for 2017 and 2018 as presented.” Carried. MOTION 2017:39 [Norina Sopotiuick / Donna Moen] “THAT the Board approves the letter to the Major Hughes Branch #54 of the Legion as amended.” Carried.</p>	<p>ACTION: CEO Michael Dawber will proceed with the 2017 portion of the ILDS grant spending plan as approved.</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. Motion 2017:40 [Jen Maxfield / Donna Moen] “THAT Disbursements for June, July & August 2017 in the amount of \$18,683.58 be approved as paid.” Carried.</p>	
iii. Staff Report re: Non-Resident Memberships.	<p><i>See Document Set D.</i> CEO Michael Dawber presented a report on the financial implications of ending the service contracts with the municipalities of Dawson, Lake of the Woods and Morley. The numbers indicate the Board would suffer a net loss of revenue, even assuming all current contracting township library memberships were renewed at the \$40/household non-resident rate. Board Chair Gordon Prost noted that Town Council may reduce</p>	

		the Library's funding if the contracting townships cannot be persuaded to pay more. There was general agreement to renew the contracts for 2018 but that no commitment would be made beyond that.	
	iv. Occupational Health & Safety Inspection dated August 12, 2017.	<i>See Document Set E.</i> CEO Michael Dawber noted this report predates the window installation completed on September 19. MOTION 2017:42 [Donna Moen / Norina Sopotiuick] "THAT the Occupational Health & Safety Report for August 12 '17 be received and read." Carried.	
	v. Policy Review – PE12 (Volunteers)	<i>See document distributed at the July meeting.</i> MOTION 2017:41 [Norina Sopotiuick / Donna Moen] "THAT Policy PE12 (Volunteers) be approved as presented." Carried.	
5.0	CURRENT MEETING BUSINESS – DISCUSSION ITEMS i. Policy Review – PE15 (Travel)	<i>See Document Set F.</i>	ACTION: Trustees will review Policy PE15 for the October meeting.
6.0	CURRENT MEETING BUSINESS – FYI ITEMS	<i>none</i>	
7.0	Next Meeting [#08-17]	Tuesday, October 24, 2017 – 7 p.m.	
8.0	Adjournment	With no remaining business, the meeting adjourned at 7:45 p.m.	

/msd