



Flin Flon Public Library
 58 Main St. Flin Flon, Mb

MINUTES

Amended March 22, 2017

BOARD MEETING: March 1, 2017

PRESENT



Maxine Armstrong, Val Dixon, Bill Hanson, Karen MacKinnon, Cindy McLean, Bunny Burke,
 Constance McLeese, Courtney Campbell
 Regrets: Nora Fontaine, Tom Goodman

❖ **CHAIRPERSON: BILL HANSON CALLED THE MEETING TO ORDER AT 12:05.**

MOTION: to accept the agenda as presented.



M Armstrong/ K MacKinnon



CARRIED

MOTION: to accept the minutes from the previous Board meeting.



V Dixon/ M Armstrong



CARRIED

❖ **CORRESPONDENCE:**

- ❖ Manitoba Hydro Donation Children’s Winter Programming \$94.17
- ❖ Service Canada advising of their decision regarding previous staff member’s record of employment
- ❖ Rochelle Squires, Minister of Sport, Culture and Heritage regarding provincial library review, as well as email: PLS On Line Stakeholder Survey and Policy & Program Forum held at the library March 28, 2017
- ❖ Town of Creighton advising of library subsidy increase from \$16,421.05 to \$18,421.05 as of 2017
- ❖ Kendall & Pandya requesting signed management approval of the commencement of 2016 audit
- ❖ Email: Lana Jennings, PLS regarding 2016 annual grant submission requirements
- ❖ Email: Lana Jennings, PLS advising of Counting Opinions deadline of January 31, 2017
- ❖ HudBay response to our letter dated January 3, 2017 regarding credit balance of room rental. HudBay has agreed to forgive the balance and has been assured that we will offer free rent of the Rotary Room if the room is available.
- ❖ Email: Svitlana Maluzynsky, PLS congratulating retiring Administrator as well as succession planning information
- ❖ Email: Tanya Burwash, Stittco reply to Administrator’s phone conversation regarding the library’s concern of our substantial propane price increase
- ❖ Stittco Utilities: Customer Information Notice advising of the Manitoba Public Utilities Board approved rate increase for 2017. Propane rates will be reviewed again in May 2017.
- ❖ Donation door prize request from Flin Flon Yoga – gift basket of donated books given
- ❖ Email: Flin Flon District Chamber of Commerce requesting Chamber members participate in an online forum regarding tax on health and dental benefits (completed by the Flin Flon Public Library)

- ❖ V-Day Flin Flon Committee, Women's Resource Centre requesting staff member's participation in the Vagina Monologues as well as a request for financial support
- ❖ Email: Jill Beml, Assistant to the Deputy Minister requesting our participation in a meeting to be held at the library on Saturday, February 25 from 3-4 pm
- ❖ Email: Meg MacKay, National Canadian Film Day 150 Team confirming our participation in the film event on April 19, 2017. The library has agreed to host *Guantanamo's Child: Omar Khadr* a documentary of his experience as a 15-year-old imprisoned for terrorism in Guantanamo Bay.
- ❖ Email: Bill Hanson advising on the restoration of the baby carriage for a library fundraiser
- ❖ Thank You card: Alecia Thompson upon her departure from the library. On behalf of the library, a shelf was named in her honour.
- ❖ Thank You Card: KKDC for their library visit.
- ❖ Resignation Assistant Administrator Celesté Fourie who is relocating to another community.

❖ **OLD BUSINESS:**

1. Archives room: City employees started removing tiles on February 2, 2017 and we are waiting completion as their time permits. Bill advised he has some floor paint to possibly donate.
2. Replacement Administrator, Courtney Campbell, has started training and will be available full-time as of March 13, 2017
3. Salaries for 2017

❖ **NEW BUSINESS:**

1. Budget approval
MOTION: To approve the budget as presented with amendments > B Burke/V Dixon > CARRIED
2. Salaries for 2017, discuss new hire
MOTION: The new assistant administrator hourly rate be \$15.50 > K MacKinnon/C McLeese > CARRIED
3. Stittco increases and possible furnace replacement – A lengthy discussion followed with the board requesting Administrator increase the utilities budget by \$3,000.00 in anticipation of 2016/2017 increases. Board also discussed the possibility of replacing the propane furnace. Bill Hanson has agreed to investigate.
4. Administrator's contract
MOTION: To approve the new administrator's contract with amendments > C McLeese/B Burke > CARRIED
5. Auditor's signed management approval
MOTION: To accept Kendall & Pandya audit request letter > K MacKinnon/B Hanson > CARRIED
6. Minister meeting February 25, 2017 – Further to the meeting of February 25 2017, the Board of Directors will draft a follow-up letter.
7. As part of the Minister's review PLS has developed an environmental scan and survey which requires completion by March 22, 2017 – The Administrator will draft a Google document for board participation.
8. Fundraising – Numerous fundraising options were discussed as to their viability. However, at this time the Board of Directors has requested we amend the budget regarding fundraising revenue to reflect a more realistic goal. Fundraising will be an ongoing discussion for the next Board meeting.
9. 2017 Board membership – All Board members present have agreed to let their names stand for 2017.

4. FINANCIAL REPORT:

- ❖ Administrator presented Financial statements to Feb 28 /17

MOTION: To accept Financial report as presented

B Burke/K
MacKinnon

CARRIED

ADMINISTRATOR'S REPORT:

1. Administrator attended CFAR January 23 to discuss library programming.
2. As per Administrator's request, Colin Fisher, manager of Stittco, attended the library on January 24 to check our propane meter.
3. Administrator attended the Fun in the Winter Sun Pre-school Wellness Fun Day at the Community Hall on January 25 from 1-6pm. The library had a booth complete with games, crafts, and superhero capes.
4. Flin Flon Public Library partnered with Read to Me program for Family Literacy Day which was held at the library on January 27th. The library served snacks and invited numerous guest speakers from the community, and 45 individuals participated.
5. The library has been running a Love to Read contest for the month of February complete with reading bucks and prizes. For the month of February 608 children's books were checked out. For the adults we are running a Reading is Sexy contest with prizes in conjunction for reading banned/challenged books.
6. Administrator was called to the library on Saturday, January 28th to deal with an overflowing downstairs toilet during a rental. VA was contacted and corrected the situation.
7. AJ's completed the annual service on the rooftop heating system
8. Administrator completed all library stats for Counting Opinions on January 26th
9. City employees commenced ripping up the tiles in the archive room February 2nd
10. Library had a staff meeting Tuesday February 21st
11. New Administrator's first day was February 22nd
12. Ruth Betts School tour on February 23rd 2:30-3:30 with 12 children attending
13. Town of Creighton Council Board Meeting February 23rd at 6:30pm. Both the Administrator and incoming Administrator attended as well as James Hope Howard from PNLs who presented the cheque for the 2017 Saskatchewan funding.
14. Rochelle Squires, Minister of Sport, Culture, and Heritage visited the library on Saturday February 25 with Deputy Minister Rick Mantey and a staff member. Representing the library were Board members Bill Hanson and Constance McLeese as well as library staff Cindy McLean, Courtney Campbell, and Celesté Fourie.
15. Freedom to Read week is February 26th to March 1st and is being celebrated at the library with a daily showing of the movie *The Book Thief* with refreshments. We also have a prominent display of banned and challenged books and a new happy light for patron's enjoyment in the reading area.
16. Due to no heat in the library, AJ's was called to the library on February 27th and replaced wire in the propane furnace.
17. New Knit-wits program started February 28th
18. Danielle McDonald sick January 9th and 10th, Tania Georgii sick January 16th, Celesté Fourie sick January 18th and February 15th, Tania Georgii on vacation from January 30th – February 10th (3 days paid vacation, 7 days without pay), Cindy McLean on vacation from February 13th-17th, Danielle McDonald took a vacation day on February 10th.



AMENDMENT: That Constance McLeese replace Tom Goodman as Vice-Chairperson of the board as per email vote March 22, 2017

MOTION: To nominate Constance McLeese as Vice-Chairperson of the board with signing authority >B Hanson/ M Armstrong > CARRIED

Signed: _____ Date: _____