



Amended July 19, 2017

BOARD MEETING: May 31, 2017

PRESENT



Maxine Armstrong, Val Dixon, Bill Hanson, Karen MacKinnon, Bunny Burke, Nora Fontaine, Melody Borschewski, Courtney Campbell

Regrets: Constance McLeese

❖ **CHAIRPERSON: BILL HANSON CALLED THE MEETING TO ORDER AT 12:15**

MOTION: to accept the agenda as presented.



M Armstrong/N Fontaine



CARRIED

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



V Dixon/K MacKinnon



CARRIED

❖ **CORRESPONDENCE:**

1. Email: Marianne Domenico, NFB regarding TD Summer Reading Program films
2. Email: Laurie Davidson, BC Libraries Co-op regarding e-magazines
3. Email: Andrew Robert, MLTA regarding quality of internet access
4. Email: Canada Summer Jobs agreement
5. Email: Glenda Walker-Hobbs regarding donations
6. Email: PLSB regarding the *Imagine. Creative Manitoba!* survey
7. Email: Lana Jennings, PLSB regarding facility consultation
8. Email: Andrew Robert, MLTA regarding the *Imagine. Creative Manitoba!* survey
9. Email: Lana Jennings, PLSB regarding 2017 Rural Library Cooperative Technology grant
10. Email: NFDC 150 regarding National Film Day event
11. Email: Scott Gilmour regarding maps
12. CRA regarding 2016 Small Business Job Credit
13. Email: Faronics regarding Deep Freeze upgrade and renewal
14. Email: Buz Trevor regarding the loan of archival materials
15. Email: Charles Boulet, City of Flin Flon regarding fire alarm testing
16. Email: Dianne Russell, Homecoming 2017 regarding the opportunity to sell homecoming merchandise
17. JLL Lease Administration regarding 2016 Canada Post rent reconciliation
18. Email: Svitlana Maluzynsky, PLSB regarding facility consultation
19. Email: Lana Jennings, PLSB regarding NNELS discontinuation
20. Email: Kendall and Pandya regarding the financial statements for the 2016 Audit
21. Email: Cyndi Pedwell regarding ordering library bags
22. Email: Service Canada regarding administration change
23. Email: Sage regarding software renewal

❖ **OLD BUSINESS:**

1. Furnace condition: AJ's installed a new thermostat for propane. A discussion ensued regarding finding an alternative company to service the building, Bill will speak to other companies. Courtney will continue to monitor the situation and keep the board apprised of developments.

2. Fundraising: The community hall is booked for the Valentine's Day fundraiser for February 9/10 2018. Courtney will send a request to city hall to use the facilities. Courtney will also follow up with people to start the Friends of the Library group as they will be instrumental in fundraising for the library.
3. Archives room condition: Doug Evans and Don Peake have assembled the shelving. City Hall has ordered flooring and will install it when it arrives.
4. Janitorial tender: Donna Webber has been working as the janitor for one month and the library is happy to report that she is doing a great job.
5. Board membership, City of Flin Flon by-law: The City passed the amended by-law allowing the Library Board to have eight members.

❖ **NEW BUSINESS:**

1. Appointment of new board member: We are pleased to welcome school librarian Melody Borschewski to the board.

MOTION: To appoint Melody Borschewski to the Library Board → K MacKinnon/N Fontaine → **CARRIED**

2. 2016 Audit – Financial Statement: Kendall & Pandya have completed the 2016 audit and require the financial statement to be accepted and signed.

MOTION: To accept the financial statement from the 2016 audit from Kendall & Pandya as presented → B Burke/V Dixon → **CARRIED**

3. Homecoming 2017 Promotions Committee request to sell merchandise: Courtney presented an offer from the committee to sell homecoming merchandise for a percentage of the profits.

MOTION: To approve that the library sell homecoming products on behalf of the committee → M Borschewski/V Dixon → **CARRIED**

4. Policy additions and amendments: Courtney presented amendments to the library policy. *The Flin Flon Library Public Order and Morality Policy* would be renamed *The Flin Flon Public Library Code of Conduct* and establish more expectations of and consequences for patron behavior. A long-term refundable rental deposit fee of \$50 will be instituted for rentals one week and longer to ensure rental income for booked dates. A discussion ensued and the board would like to rename the policy *Flin Flon Public Library Rental Policy*. Further discussion regarding damage deposits and other policy changes was tabled for a later meeting.

MOTION: To approve the amendments to the Code of Conduct policy → K MacKinnon/N Fontaine → **CARRIED**

MOTION: To approve the amendments to the room rental policy regarding booking deposits → M Borschewski/V Dixon → **CARRIED**

5. Loan of archival materials: After receiving an email from Buz Trevor regarding archive materials, Mike Spencer has approached the library to borrow art and other archive materials to display at NorVA during homecoming. The board requests that the materials be catalogued in a list and that photos be taken of materials that are loaned.
6. *Imagine. Creative Manitoba!* survey: Courtney reported that the library is promoting the survey on social media and has information in the library in displays, posters, and bookmarks for patrons. The staff is directing people to the survey at the reference desk. A meeting with Minister Squires has been planned in Thompson on June 20 and Courtney will let the board know more about this meeting when she receives information.

❖ **FINANCIAL REPORT:**

Administrator presented Financial statements to May 31 /17

MOTION: To accept financial report as presented → V Dixon/M Armstrong → **CARRIED**

❖ **ADMINISTRATOR'S REPORT:**

1. The National Film Day movie screening was held April 19th and had 9 attendees with Cindy McLean winning the chili cookoff. The Flin Flon Public Library event was the only one outside of Winnipeg that was mentioned in the NFD publicity (only 4 Manitoba events were highlighted). It was also mentioned on Twitter by a national library page and in The Reminder in the arts section.
2. AJ's came and installed a new thermostat on April 24th
3. A special ad was placed in the Volunteer edition of The Reminder to recruit people for the Friends of the Library group
4. We held a Spring themed storytime for the daycare on April 26th with 15 children attending
5. The Theo Fleury book signing was held May 3rd from 11:00-1:00 with 70 people attending. Books were sold at the event and signed copies are still available from the library and the Orange Toad. The Primary Health group is already planning for next years event.
6. The city came in to check the weeping tile around the archives room on May 8th. They reported that the tile had collapsed in on itself in the area where the water came in and was possibly installed incorrectly. They will continue checking in on the situation.
7. The shelving has been set up in the archives. Don Peake and Doug Evans met with administration to discuss further cleanup.
8. Courtney Campbell met with the Main Street Committee from Flin Flon & District Chamber on May 9th to discuss Homecoming.
9. Courtney Campbell went to the Flin Flon & District Chamber meeting on May 9th.
10. Courtney Campbell attended a PLSB teleconference regarding Instagram marketing on May 16th.
11. The library hosted the first Culture Days meeting of the year on May 17th.
12. The Ore Samples Writers Series held their spring event at the library on May 18th. Candace Savage hosted a workshop entitled "Memory" attended by 18 people and 28 people attended the readings featuring Myrna Guymer and Candace Savage. Brenda and Harvey Schmidt of the Ore Samples group made positive reviews about the event and the library publicity preceding it.
13. The kindergarten class from Ruth Betts School had a storytime on May 19th with 8 children attending.
14. The library was closed on May 22 for Victoria Day.
15. The summer student position was advertised on the library's website and social media as well as by posters around town and through the youth job centre. Applications were due May 22nd and the interview process should be completed by June 2nd. Planning, advertising, and fundraising for the TD Summer Reading Camp will start once the position is filled.
16. The final storytime for the spring will be held on June 5th.
17. The Canada 150 programming is in week 9 with the reading list displayed in the library and on social media with positive reviews. The Read the North contest began May 15th in the library, adults and children can enter a draw to win a prize when they check out books from the Canada 150 Reading List.
18. Courtney Campbell off May 19th. Danielle McDonald took 1 hr banked time May 26th, 4 hrs banked time May 29th. Tania Georgii took 1 hr banked time May 5th, away for family reasons May 8th-12th. Karen McKay in May 5th (2 hrs training) and May 8th-12th for Tania Georgii. Kristy Janvier off April 26th-April 28th. Gabrielle Smith off April 27th (covered by Rachel Hyska). Rachel Hyska off May 29th-31st for a school trip.

MOTION: To adjourn



V Dixon/N Fontaine



CARRIED: meeting adjourned at 1:05

AMENDMENT: That the signage for the upstairs washrooms be changed to Public/Family washrooms as per email vote July 19, 2017

MOTION: To resign the upstairs washrooms >M Borschewski/ N Fontaine > CARRIED

Signed: _____

Date: _____