



FLIN FLON LIBRARY BOARD OF DIRECTORS DECEMBER 03, 2021 MEETING

A regular meeting of the Flin Flon Library Board was held December 03, 2021 at 12:00 p.m.

QUORUM

Quorum was declared present based on the attendance of the following Board Members:

1. Bill Hanson, Chairperson
2. Tim Spencer, Secretary/Treasurer
3. Kathryn Drapak
4. Val Dixon
5. Judy Pettersen

Board Members absent (Note: These members tried to attend via Zoom, however the Wifi signal in the basement of the library was not working):

1. Tim Babcock
2. Melody Borschewski (Alternate)
3. Becky Hyska

Staff present:

1. Lisa Slugoski, Library Administrator
2. Lisa Goodfellow, Assistant Administrator

PROCEEDINGS

1. Chair Hanson called the meeting to order at 12:04 p.m.
2. Acceptance of the agenda
MOTION: To accept the agenda as presented (Spencer); seconded (Val); passed unanimously
3. Acceptance of the previous meeting minutes
MOTION: To accept the September 17, 2021 meeting minutes as presented (Drapak); seconded (Dixon); passed unanimously

CORRESPONDENCE

For informational purposes only, the following correspondence was provided to the Board:

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1. September 14, 2021 Letter from the Minister of Sport, Culture and Heritage (re: Notice of Rural Technological Sustainability Library Grant approval)
2. September 17, 2021 Notice of (Re)Assessment from the Government of Canada (re: Credit of \$2,767.63 - Goods and Services Tax Rebate Application)
3. September 21, 2021 Email from the Director of Public Library Services (re: Breakdown of funds received for the Rural Technological Sustainability Library Grant)
4. September 24, 2021 Card from Elizabeth Andres
5. September 28, 2021 Letter from the Minister of Sport, Culture and Heritage (re: Funding approval from the Province of Manitoba)
6. October 22, 2021 Letter from the Minister of Sport, Culture and Heritage (re: Additional funding from the Province of Manitoba)
7. November 24, 2021 Email from Tammy Ballantyne (re: Stepping down)

OLD BUSINESS

1. \$31 Million Healthy Initiatives Grant:
The Library did not receive any of the \$250,000 that we applied for from the Healthy Initiatives grant. At this time, the projects associated with this grant have been put on hold as they require a large amount of capital to complete.
2. New Vacation & Leave Policy:
Slugoski would like to present the new Vacation and Leave policy at the first scheduled meeting of 2022.
ACTION: Slugoski will finalize and present the policy at the first scheduled meeting in 2022.
3. Boge and Boge Invoice:
The Boge and Boge Invoice of \$6,994.70 was partially paid using funds from the Thomas Sill Foundation grant (\$4,050.00) and the full Re-Uz-It grant (\$1,000.00). Slugoski will find a grant to cover the remaining invoice amount of \$1,944.70.
ACTION: Slugoski will find a grant to cover the remaining \$1,994.70 to pay off the Boge and Boge invoice.

NEW BUSINESS

1. Staffing the Library
Slugoski has prepared staffing options to explore for 2022. A fourth position is needed to run the library efficiently. She proposes keeping the Youth Library Clerk (Tori Simms) after the grant funding for the Youth Library Clerk position expires in mid-February 2022.

REPORTS

1. Slugoski presented the Library Administrator's Report:

CANADA SUMMER STUDENT JOBS

- We have hired two youths for the second round of the Service Canada Summer Job Grants.

SCOTT GILMORE MAPS - FUNDRAISER

- The additional 50 silk Scott Gilmore Lake Athapap maps have arrived, and we have 24 of the paper Scott Gilmore Lake Athapap Maps left to sell.

ELECTRICAL ISSUES IN BASEMENT

- The City of Flin Flon noted that the contractors who completed the construction in the Rotary Room mistakenly broke the tabs on the electrical boxes inside the wall.
- A city worker will install surface mounted plugs to resolve the issue.

BUILDING

- The City of Flin Flon will be installing a new electric wall heater in the front entry stairway, and installing a new light in the Rotary Room kitchen.

HUMAN BOOK NIGHTS

- The library hosted two human books in the library in October, and received a cheque from the Flin Flon Arts Council for our participation.

READ TO ME PROGRAM

- The ReadToMe Program has successfully completed its first eight weeks of programming.
- The Community Adult Learning Centre has been pre-paid for 24-weeks of programming, which will take us into 2022.
- Slugoski will apply for grants to cover the wages for ReadToMe through the remainder of 2022.

1000 BOOKS BEFORE KINDERGARTEN

- 1000 Books Before Kindergarten has been a success so far.
 - 1000 Books Before Kindergarten Memberships (to November 30, 2021):**
 - September 2021: 12 children
 - October 2021: 8 children
 - November 2021: 16 children
- So far, five children have hit the 100-Book milestone, and one has already reached the 200-Book mark.

TECHNOLOGY

- First Stop Computers programmed the two new SecurTek fobs. We now have a total of eight security fobs.

- Lexcom came into the building to fix the patron computers on Sunday, October 17. We were having issues with our time management software working seamlessly between the patron and the front desk computers.
- The time management software we purchased (CleanSlate) still has errors with our new computers running Windows10.
- The library staff believe we can manage the patron computers without time management software for the foreseeable future due to decreased patron computer usage.

1. FINANCIAL

- Jodi Trumbley has been working extra hours and has completed bank reconciliations through the end of October.
- Incoming Revenue:
September 2021: \$3066.60
October 2021: \$1145.43
November 2021: \$1062.62
- The Library still owes \$10,000 for the CEBA loan, which will be paid this month from the Government of Manitoba operating grant of \$50, 649.00.
- The \$30,000 CEBA loan repayment has not been applied to our account. I have left a message for Mona Keyes at CIBC to find out why it is taking so long.

2. UPDATED COVID-19 TIMELINES

- Monday, March 16, 2020 closed doors to patrons and started waiving fines
- Monday, May 4, 2020 opened for front-door pickup
- Monday, June 22, 2020 opened for limited patrons in building
- Monday, June 29, 2020 started charging fines
- Thursday, November 12, 2020 re-closed doors to patrons, re-started front-door pickup, stopped charging fines
- Tuesday, February 16, 2021 re-opened for limited patrons in building (25% capacity –maximum 12 including staff)
- Monday, May 10, 2021 re-closed doors to patrons and re-started front-door pickups and deliveries
- Tuesday, August 3, 2021 re-opened for limited patrons in building (12 patrons in building not including staff) and masks for staff and patrons mandatory

COVID-19 CHECKLIST (RE-LABELLING THIS LIST “LONG HAUL PROJECTS”)

- Re-label library material, moving barcodes from the inside to the back of the book
- Put all DVDs in cases on shelf
- Touch up paint throughout building
- Input Catalogue into OCLC
- Update all patron information in Insignia to determine patron group
- Create “How-To” manuals for each position:
 - Assistant Administrator (Lisa G.)
 - Library Technician (Brandy Reid)

UPDATE OF SICK AND BANKED DAYS

- Sick and banked days are under control.

VACATION TIME

- Vacation time is under control.

STATS

CIRCULATION LIBRARY MATERIAL (NOT E-BOOKS/AUDIOBOOKS)				
Month	Total Checkouts*	Month	Total Checkouts*	Difference (+/-)
January 2020	1281	January 2021	679	-602
February 2020	1443	February 2021	1048	-395
March 2020	551	March 2021	1063	+512
April 2020	24	April 2021	912	+888
May 2020	238	May 2021	767	+529
June 2020	593	June 2021	643	+50
July 2020	651	July 2021	621	-30
August 2020	692	August 2021	867	+175
September 2020	738	September 2021	1038	+300
October 2020	921	October 2021	1288	+367
November 2020	672	November 2021	1418	+746
December 2020	535	December 2021		

LIBBY E-BOOKS AND AUDIOBOOKS				
Month	Total Checkouts*	Month	Total Checkouts*	Difference (+/-)
January 2020	448	January 2021	515	+67
February 2020	398	February 2021	374	-24
March 2020	395	March 2021	567	+172
April 2020	442	April 2021	653	+211
May 2020	410	May 2021	600	+190
June 2020	420	June 2021	621	+101
July 2020	347	July 2021	661	+314
August 2020	401	August 2021	678	+277
September 2020	467	September 2021	627	+160
October 2020	525	October 2021	601	+76
November 2020	488	November 2021	676	+188

December 2020	673	December 2021		
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NEXT MEETING(S)

- December 13, 2021 for Approval of 2022 Budget

ADJOURNMENT

The meeting adjourned at 12:40 pm.

Minutes submitted by Lisa Slugoski, Library Administrator