

**MINUTES
OF THE
FLIN FLON LIBRARY BOARD
JANUARY 17, 2020 MEETING**

A regular meeting of the Flin Flon Library Board was held on January 17, 2020 at 12:00 p.m. in the Rotary Room of the Library.

QUORUM

Quorum was declared present based on the attendance of the following board members:

1. William (Bill) Hanson, Chairperson
2. Rebecca (Becky) Hyska, Vice-Chairperson
3. Tim Spencer, Secretary/Treasurer
4. Val Dixon
5. Judy Pettersen

The following Board of Directors were unable to attend:

1. Tim Babcock
2. Tamara (Tammy) Ballantyne
3. Kathryn Drapak

Staff present:

1. Elizabeth Andres, Library Administrator

PROCEEDINGS

1. The meeting was called to order by Chairperson Hanson at 12:10 p.m.
2. Acceptance of the agenda
MOTION to accept agenda as presented (Pettersen); seconded (Hyska); passed unanimously.
3. Acceptance of the previous meeting minutes
MOTION to accept December 17, 2019 meeting minutes as presented (Dixon); seconded (Hanson); passed unanimously.

CORRESPONDENCE

For informational purposes, three pieces of correspondence were provided to the Board:

1. Government of Manitoba, Sport, Culture and Heritage (salary disclosure);
2. Kendall & Pandya (annual audit letter); and
3. Government of Manitoba, Sport, Culture and Heritage (2020 public grant assistance application).

OLD BUSINESS:

There was no old business.

NEW BUSINESS provided by Library Administrator, Elizabeth Andres

1. Proposed Draft 2020 Budget: Andres presented the proposed 2020 budget and noted there are negligible – and no unexpected – changes. Note that future financial reports provided to the Board should indicate year-over-year differences by dollar amounts, not percentages.

Chairperson Hanson volunteered to speak with the City of Flin Flon Administration regarding the cost of insurance and specifically content insurance vs property insurance.

MOTION to accept financial statements as presented (Dixon); seconded (Hanson); passed unanimously.

FINANCIAL REPORT provided by Library Administrator, Elizabeth Andres

1. Andres presented the 2019 year-end financial report (as of December 31, 2019). For the 2019 year there will be a loss of \$5,253.00 which Chairperson Hanson noted is less than originally anticipated. *MOTION to accept financial statements as presented (Spencer); seconded (Pettersen); passed unanimously.*

ADMINISTRATOR'S REPORT provided by Library Administrator, Elizabeth Andres

1. The Board advised Andres to proceed with initiating a change-over from Bell MTS Internet to Shaw for a cost savings of up to \$1,097.46/year. This cost savings is to be directed to cover the Library's portion of the new Employee Group Benefits. The Board directed Andres to investigate VoIP (Voice over Internet Protocol) as VoIP can cost as little as \$120.00/year vs the \$1,949/year the Library currently pays to Bell MTS Telephones (a possible cost savings of up to \$1,829.00/year).
2. The Board directed Andres to proceed with investigating and possibly initiating Manitoba Hydro's Commercial Lighting Program.
3. Andres advised the back door of the Library couldn't be pulled closed properly so Hanson advised he would provide and install a back door "pull" handle.
4. Andres advised the Winnipeg Foundation agreed to allow the Library to move \$1,000 to wages from the budgeted \$1,800 for craft and educational toys. Starting February 18, 2020, and running until May 12, 2020, Lisa Goodfellow, Assistant Administrator, will be holding a twice weekly Storytime.
5. The Board discussed the proposal of selling bottled water at the front counter and asked Andres to investigate other alternatives to bottled water.
6. Andres advised the grant for the Young Canada Works had been submitted a week before the due date.
7. The Board agreed Andres should proceed with the re-branding of the Library (new logo, colours, website, etc.).
8. Andres advised she will be working on applying for the Northern Neighbour's grant, one or more of the Manitoba 150 grants, and the Canada Post one when it shows up (possibly in March).
9. The Board directed Andres to increase the cost of discards from \$0.50 to \$1.00 for hardcovers/trade paperbacks; from \$0.25 for pocket books to \$0.50; from \$0.50 to \$0.75 for children books; from \$1.00 to \$1.50 for DVDs; and from \$1.00 to \$2.50 for audio books.
10. After Andres presented financial information on the 2019 "Talk Wordy to Me", the Board agreed to permanently remove the cabaret and replace it with a third 50/50 draw.
11. The Board agreed with Andres' proposal to increase the amount of banked time each employee is allowed to bank from 20 hours to the equivalent of one week of each employee's hours of work. Andres to bring a motion forward to the next board meeting.

NEXT BOARD MEETING DATE/TIME

The next meeting is set for Friday, February 28, 2020 at 12:00 noon in the Rotary Room of the Library.

ADJOURNMENT

The meeting was adjourned at 1:30 p.m.

Minutes submitted by Elizabeth Andres, Library Administrator