



MINUTES OF THE
FLIN FLON LIBRARY BOARD OF DIRECTORS
JUNE 10, 2021 ZOOM MEETING

A regular meeting of the Flin Flon Library Board was held June 19, 2021 at 12:00 p.m. by Zoom.

QUORUM

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

1. Bill Hanson, Chairperson
2. Becky Hyska, Vice-Chairperson
3. Tim Babcock
4. Val Dixon
5. Kathryn Drapak

Board Members absent:

1. Tim Spencer, Secretary/Treasurer
2. Judy Pettersen
3. Tammy Ballantyne (Alternate)

Staff present:

1. Elizabeth Andres, Library Administrator

PROCEEDINGS

1. Chair Hanson called the meeting to order at 12:14 p.m.
2. Acceptance of the agenda
MOTION: To accept the agenda as presented (Dixon); seconded (Drapak); passed unanimously
3. Acceptance of the previous meeting minutes
MOTION: To accept the April 9, 2021 meeting minutes as presented (Hyska); seconded (Drapak); passed unanimously

CORRESPONDENCE

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

1. April 23, 2021 News Release from Public Utilities Board regarding Notice of Decision to decrease Stittco propane commodity rate

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2. April 28, 2021 Honourable Cathy Cox, Minister of Sport, Culture and Heritage Letter and "Iconic Stories from 150 Years of Sport in Manitoba" book
3. May 11, 2021 Library Administrator's Letter to Canada Post
4. May 14, 2021 Northern Neighbours Foundation Letter and FFPL's Final Report
5. May 17, 2021 Government of Manitoba Email regarding Bridge Financing Payment
6. May 26, 2021 Northern Health Foundation Letter, receipt and card
7. June 2, 2011 Email to Kimberley Foundation regarding Pandemic Flash Funding Final Report and Numbered Charitable Receipt

OLD BUSINESS

1. Young Canada Works/Canada Summer Jobs funding: This information is provided to ensure the email motion and vote taken May 17, 2021 is part of the Library's official record.
MOTION: The Flin Flon Public Library will decline the approved Grant from Young Canada Works and use the budgeted funds to provide July to September employment for the Library Clerk Canada Summer Jobs student (Pettersen); seconded (Babcock); passed unanimously.
2. Read to Me Program Contract: This information is provided to ensure the email motion and vote taken April 26, 2021 is part of the official record.
MOTION: The Flin Flon Public Library will no longer provide Storytime and will, instead support the Read to Me Program as per the FFPL/Read to Me agreement (Babcock); seconded (Dixon); passed unanimously.
3. Fines Free Libraries: After a short discussion, the Board agreed to become a fines-free Library for a one-year pilot.
MOTION: With the exception of Inter-Library Loan overdue fees, the Library will start a one-year pilot project and become a fines-free library (Dixon); seconded (Hyska); passed unanimously.
4. Elevator Lift/Accessible Building Update: Andres provided an in-depth overview of the ongoing process including grants, costs, and timelines of working with The City of Flin Flon, Boge & Boge Engineering, Summit Elevators, and various Flin Flon construction companies to install an elevator lift and make the Library building wheelchair accessible.
5. Rotary Room Update: Andres provided an update on the finished repairs to the outside of the building completed by Kozar Construction (with funding from The City of Flon Flon) and repairs to the Rotary Room wall. Accord Cleaning has taken air quality samples from the Rotary Room to test for mold and once the results are in, Kozar Construction will begin

work on restoring the insulation, drywall, etc. in the Rotary Room. These repairs are expected to prevent water from entering the Rotary Room.

6. "Canoeing the Precambrian Edge: Wilderness, Adventure and Legend" book: Andres advised Greenstone's Board of Directors will be voting at their June 2021 meeting to hand over ownership of this book to the Flin Flon Public Library. If the vote is successful, the FFPL will reprint the book in-house and use the sales for fundraising.
7. Pineroot Mural Festival: Andres advised the mural is postponed until 2022 as due to personal reasons, the chosen artist is not available until then.
8. Strategic Planning Session Facilitator: Andres provided, on behalf of Spencer, information regarding moving forward with a Strategic Planning Session.

NEW BUSINESS

1. Liquor and Gaming Authority of Manitoba – Licence Amendment Request: Andres advised approval was received and the \$10,000 cash draw's new draw date is August 31, 2021. The Library was advised as part of the revision, they must contact community members who have already purchased tickets and, if they want, give them a refund of their ticket(s). A spreadsheet has been made and phone calls are being made.
2. April 2021 E-Magazines Survey Results: After a short discussion, Board Members agreed to proceed with purchasing a one-year Overdrive E-Magazine subscription as a pilot project.
MOTION: To purchase, as a one-year pilot project, a one-year subscription to Overdrive's E-Magazines (Dixon); seconded (Babcock); passed unanimously.
3. Flin Flon Heritage Committee: Hanson advised most seats on the Flin Flon Heritage Committee's Board of Directors are filled and that this new Board will be an "umbrella" Board under the Flin Flon Library Board. He explained that by being a legal, non-profit entity with its own Board of Directors, the FFHC will be able to apply for grants and funding.
MOTION: The Flin Flon Library Board will accept, as an umbrella organization, the newly created Flin Flon Heritage Committee (Hyska); seconded (Drapak); passed unanimously.
4. Sage AutoEntry/Bookkeeper: Andres advised she will be accessing the one-month free trial for Sage's AutoEntry and once the trial is finished, she will look at continuing with it as well as whether hiring a contract bookkeeper to help with some financial duties will still be required.

REPORTS

1. Andres advised she will provide an updated Financial Report later in June and at the same time as she provides the Annual Report for review and approval.
2. Andres presented the Library Administrator's Report:
 - **Update on 50/50 raffle:** \$600 sold to date, draw is on June 18th, the pandemic has slowed sales down considerably.
 - **1,000 Books Before Kindergarten:** A roll-out plan is being worked on and will be ready when we re-open to the public.
 - **Volunteers in the Library:** While we are closed to the public, volunteers aren't able to work.
 - **Number of Books in Library:** Weeding is now finished and with new books coming, our collection will start to grow and there will be room on the shelves.
 - **Staff Shortages:** To prevent miscommunication regarding sick/medical/vacation, etc. leaves, a new Leave Request form has been created and will be used for all leave requests.
 - **SecurTek:** Upgraded parts and two new fobs have been ordered. We are waiting for Les Taylor from the City to install an Ethernet cable.
 - **Manitoba Library Association and Saskatchewan Library Association Joint (Virtual) Conference – June 14th to 16th:** Elizabeth and Abbey (Summer Student Archive Clerk) will be attending and will be working from home on these days.
 - **Insignia:** The three northern Manitoba Libraries all now use Insignia as their Library Catalogue System and all Library Workers are very happy with the change.
 - **Receipts:** The due date receipts have been updated by Insignia to show the cost of borrowing and the real financial savings the Library brings to our patrons.
 - **Lexcom:** We continue to be happy with the IT support provided. A new battery backup for the server has been ordered as the old one is alarming/not working.
 - **Soap Dispensers:** Using Covid-19 funding, seven wall-mounted hand soap dispensers were purchased for all the sinks in the building. Note: the soap provided DOES NOT contain alcohol.
 - **Poetry Night:** On May 28th the 19th Annual Poetry Night was held with 21 readers and 8 guests from across Canada and the US.
 - **Square:** The Square terminal is working very well and has made daily cash and month-end much easier and accurate.
 - **TD Summer Reading Camp:** Gabbie, the Summer Student Library Clerk has created a virtual Reading Camp and will start rolling it out on Tuesday, June 15th.
 - **Update of Sick and Banked Days:** All days are under control.
 - **Vacation Time:** Vacation time will now be reported as all Library workers have been in their positions for at least one year. At the next Board meeting a policy on vacation pay will be presented to the Board.
 - **Board Meeting Minutes and Annual Reports:** Hardcopies of most of the missing Board meeting minutes and annual reports have been located and are being scanned and then posted on our Website.
 - **Update on Covid-19 Timelines:** The closure to public being in the building has been extended to June 26th.

- **Stats:** Stats continue to look poor due to the ongoing Pandemic and Health Orders.
- **Outstanding COVID-19 Projects:** Eighteen months ago the "To-Do" list was almost three pages long. As of today it is down to about ten items. We hope to be finished everything by the time we re-open on June 28th.

ADJOURNMENT

The meeting adjourned at 1:20 pm.

Minutes submitted by Elizabeth Andres, Library Administrator