



MINUTES OF THE FLIN FLON LIBRARY BOARD OF DIRECTORS FEBRUARY 28, 2020 MEETING

A regular meeting of the Flin Flon Library Board was held on February 28, 2020 at 12:00 p.m. in The City of Flin Flon Council Chambers.

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. Judy Pettersen
5. Tim Babcock
6. Tamara (Tammy) Ballantyne
7. Kathryn Drapak

The following Board of Directors were unable to attend:

1. Val Dixon

Staff present:

1. Elizabeth Andres, Library Administrator
2. Lisa Goodfellow, Assistant Administrator

PROCEEDINGS

1. The meeting was called to order by Chairperson Hanson at 12:12 p.m.
2. Acceptance of the agenda
MOTION to accept agenda as presented (Hyska); seconded (Ballantyne); passed unanimously.
3. Acceptance of the previous meeting minutes
MOTION to accept January 17, 2020 meeting minutes as presented (Pettersen); seconded (Spencer); passed unanimously.

CORRESPONDENCE

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

1. Letter banning patron for inappropriate behaviour towards a Library worker
2. Employee Benefit and Premiums Summary from Chamber of Commerce Group Insurance Plan
3. JLL (Canada Post) letter requesting the Library authorize electronic funds deposit for monthly parking

4. STITTCO's response to Library Administrator's inquiry on high cost of propane
5. Flin Flon Chamber of Commerce information on Chamber contacts

BUSINESS ARISING FROM THE MINUTES (OLD BUSINESS)

1. Andres asked that the Board approve an increase in the number of hours Library employees are allowed to bank. Ballantyne made the motion *"Effective immediately each employee is allowed to bank the equivalent of one week of each employee's hours with hours being used at the discretion of the Administrator."* Pettersen seconded; passed unanimously.
2. Andres inquired whether, as The City of Flin Flon owns the building the Library occupies, it would be more cost effective and appropriate for the Library to pay tenant insurance (for contents) while the City pay the insurance on the physical building. After discussion it was determined that sometime in the future a letter should be written to the City asking that By-Law No. 10/86 (which concerns the operation of the Flin Flon Library Board) be reviewed and that at that time, issues such as building insurance be discussed.

NEW BUSINESS

1. Andres presented the patron survey results from the proposed "wear & tear" fee on adult DVDs and requested a change be made to the budget allowing for fees to be tracked in the Video Tape General Ledger (to be renamed DVDs). Hanson made the motion *"Effective March 1, 2020 a \$1.00 wear & tear fee will be commenced for each DVD that is borrowed - with the exception of children's DVDs which will have no fee - and that patrons who self-declare as low-income will be exempt from this fee. Further that all revenue from discard DVDs and the wear & tear fee be tracked in the Video Tape GL."* Ballantyne seconded; passed unanimously.
2. Andres asked the Board to reduce the cost of replacing a lost Library membership card from \$5.00 to \$2.00 which is in line with what other libraries across Canada are charging. She also asked that the board approve the creation of a new General Ledger that would track the revenue and expenses to membership cards. Drapak made the motion *"Effective immediately the \$5.00 replacement fee for a membership card will be reduced to \$2.00 and a new financial GL will be created to track revenue and expenses related to new membership cards."* Hyska seconded; passed unanimously.
3. Andres shared with the Board the issues surrounding Inter-Library Loan books not being returned on time. As it is imperative the FFPL be seen as a responsible partner in the ILL book lending process, patrons who are cavalier about returning ILL books need a more stringent fine to ensure the timely return of these books. Ballantyne made the motion *"Effective immediately books borrowed through the inter-library loans system will incur a \$1.00 per day late fee and these funds will be tracked as revenue in the ILL GL."* Babock seconded; passed unanimously.
4. Andres shared the proposed Working Alone Policy. This new policy is required as there are many times a Library worker finds they are alone with the public in the Library and this raises a number of safety issues. The new policy sets the procedures for Library workers who must work alone. Drapak made the motion *"Effective immediately the Flin Flon*

Public Library Working Alone Policy will take effect." Ballantyne seconded; passed unanimously.

5. Andres presented the proposed Co-op Community Spaces Grant that seeks funding for the replacement of the Library's front facing windows and all external doors. Andres advised she had already approached The City of Flin Flon which gave its permission to proceed with the grant proposal. Pettersen made the motion *"The Administrator is to proceed with the Co-op Community Spaces Grant for the replacement of the Library's front facing windows and all outside doors."* Hyska seconded; passed unanimously.
6. Andres presented the options for a new FFPL logo. After discussion a new logo was chosen. Lisa Slugoski, FFPL's Library Clerk/Evening Supervisor, was the winner of the logo design contest. Ballantyne made the motion *"The Administrator is to proceed with implementation of the new Flin Flon Public Library logo."* Hyska seconded; passed unanimously.

REPORTS

1. Andres presented the 2020 year-to-date financial report for the Library Board's information.
2. Andres presented the Library Administrator's report.
 - a. Performance reviews (two three-month and one final) are complete.
 - b. Meetings were held with the Arts Council of Manitoba, Manitoba Heritage, Pakhisimon Nuye?áh Library System, Titan Wealth Manager (Re Chamber of Commerce health plan), Flin Flon Neighbourhood Revitalization Corporation, Red Cross Emergency Preparedness committee, and Hope North.
 - c. There were two organizations with displays at the Library: the Red Cross Emergency Preparedness (on the 25th) and Hope North (on the 26th).
 - d. The Northern Neighbours Grant was submitted on time.
 - e. The Canada Summer Student Grant was submitted a week early.
 - f. Annual presentation was made to the Flin Flon City Council on February 18th.
 - g. Annual presentation to the Creighton Town Council (Library Board) was made on February 25th.
 - h. T4s have been handed out.
 - i. All 2019 information is in to the Accountant.
 - j. Portable Ladders and Stepstools Guidelines & Rules has been created (is not a policy so does not require a motion).
 - k. SiteGround issues, Shaw issues (Lessons Learned), and moving forward with Squarespace. Have purchased domain names flinflonpubliclibrary.org (one year) and flinflonpubliclibrary.com (two years).
 - l. New website is underway and will be up and running in a few weeks.
 - m. Storytime is back and running twice a week.
 - n. Update of staff banked/sick/vacation time.
 - o. Change from daily to weekly cash.
 - p. Call for volunteers has gone out and an application form has been created.
 - q. Poetry Night is scheduled for April 18th.
 - r. The magnet and bookmark fundraisers have so far raised \$115 and \$50 respectively.
 - s. A new sandwich board lobby sign has been made and is being used.
 - t. With the help of volunteers, the archive room is now half done being organized and the furnace room is completely done.

- u. Les, maintenance person from The City of Flin Flon provided an update to Andres on the broken roof heaters.
- v. Les also advised Andres that the LED lights will be on sale in September and the Library may want to switch the fluorescent T8s out for LEDs at that time. The cost would be around \$1,000.
- w. Statistics:
 - 2,585 (to date 2020) vs 2,682 (to date 2019) (-97)
 - 4,448 active members (29 new memberships this month)
 - 759 items currently out
 - 2,392 items that have never been circulated

NEXT BOARD MEETING DATE/TIME

The next meeting is set for Friday, May 8th at 12:00 noon in the Rotary Room of the Library.

ADJOURNMENT

The meeting was adjourned at 1:14 p.m.

Minutes submitted by Elizabeth Andres, Library Administrator