



Flin Flon Public Library  
58 Main St. Flin Flon, Mb

# MINUTES

## BOARD MEETING: Feb 19, 2016

PRESENT

Val Dixon, Nora Fontaine, Karen MacKinnon, Blaine Veitch, Bill Hanson, Cindy McLean  
Regrets: Tom Goodman, Buz Trevor, Bunny Burke

❖ **CHAIRPERSON: BILL HANSON CALLED THE MEETING TO ORDER AT 12:10.**

**MOTION:** to accept the agenda as presented.

K MacKinnon / B. Hanson

**CARRIED**

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

B Veitch / V Dixon

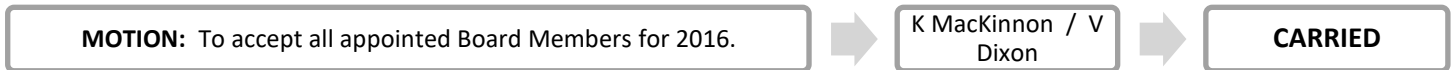
**CARRIED**

❖ **CORRESPONDENCE:**

- ❖ Thank you card Alecia Thompson
- ❖ Christmas card Nora Fontaine & \$30.00 gift card Orange Toad for staff
- ❖ E-mail: PLS reminder to review board rosters, appointment terms, and renewal process for council appointments.
- ❖ Kendall & Pandya-requesting info to prepare year-end financial statements
- ❖ E-mail: PLS Manitoba New Release from Minister Lemieux-Province announces new cultural and creative industries plan
- ❖ E-mail: PLS regarding Library milestones. Seven libraries in Manitoba are celebrating significant service establishment milestones in 2016. Flin Flon will be celebrating 60 years in 2018.
- ❖ E-mail Jon MacDougal-Young Canada Works advising of mailed contract.
- ❖ E-mail: PLS-TD Summer Reading Club material order forms & Letter of Agreement
- ❖ E-mail: PLS-Canada Reads March 21-24
- ❖ E-mail: PLS-Family Literacy Day Jan 27<sup>th</sup>.
- ❖ E-mail: PLS Customer Service Toolkit for Libraries. The purpose of the document is to provide libraries with sample policies and processes.
- ❖ E-mail: MLTA newsletter (forwarded to all Board Members)
- ❖ E-mail: Brenda Schmidt regarding Ore Samples public readings. The library will host these readings, with the first one on April 28<sup>th</sup>.
- ❖ FF Neighbourhood Revitalization grant approval \$2,779.43 for the purchase and installation of 3 new panic hardware/library doors.

❖ **NEW BUSINESS:**

- ❖ All existing New Board Members have agreed to let their name stand, for 2016:
- ❖ Appointed: Bill Hanson, Blaine Veitch, Karen McKinnon, Buz Trevor, Tom Goodman, Nora Fontaine, Bunny Burke, Val Dixon
- ❖ Discussed new Counter tops for Library. Cindy will look into costs, and possible grants



❖ **FINANCIAL REPORT:**

- ❖ Administrator presented 2016 Budget



**Motion:** To pay employees a 3% wage increase, as presented in the Budget      K McKinnon/B Veitch      **CARRIED**

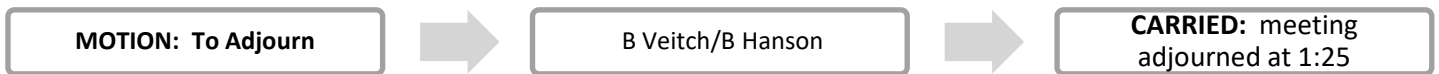
**Motion:** To accept Financial Statements to Feb 18 2016      B Veitch/B Hanson      **CARRIED**

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❖ **ADMINISTRATOR'S REPORT:**

- ❖ The library held our annual Polar Express Christmas party on Dec 22<sup>nd</sup>. The day was filled to capacity, with 51 children, and 38 adults.
- ❖ I attended the Parent Child Coalition meeting on Jan 6<sup>th</sup>. The Coalition is looking at partnering with the Library, to bring a workshop to the Flin Flon/Creighton area.
- ❖ Met with FF Jr Bomber staff, and hired Nick Shumlanski and Mitch Foyle, under the Young Canada Works program. This was for the 2015 program, as we received funds in Nov/15, even though we did not sign a contract. Nick & Mitch are available for basic computer instruction at the library. All documentation and polices reviewed with them both.
- ❖ Completed the 2016 Young Canada Works grant application on Jan 13<sup>th</sup>.
- ❖ Aimee and I attended a Bookmates workshop at the library, on Jan 15<sup>th</sup>
- ❖ I completed advertising for the position of Evening Supervisor, and conducted interviews on Jan 19<sup>th</sup>. We have hired Kathy Ross, as the new Evening Supervisor.
- ❖ I attended CFAR on Jan 20<sup>th</sup>, for an interview of upcoming library events.
- ❖ Met with Brenda Schmidt on Jan 21<sup>st</sup>, regarding a possible venue for the upcoming Ore Samples Author tour. We have agreed to hold them all (4 in total) at the library. Sept 8<sup>th</sup> & 15<sup>th</sup> are booked so far. They are all evening readings, which will require some staffing work arrangement changes.
- ❖ Creighton Community School Family Day visit on Jan 22<sup>nd</sup>. 10 Children visited the library, with their parents, for a tour, snack, and story.
- ❖ We spent all day Jan 25<sup>th</sup>, and Jan 26<sup>th</sup>, preparing and decorating for the Dr Seuss Family Literacy Day, which included game stations, making treat bags, photo booth, cupcakes, posters, and laminating a ton of Dr Seuss pictures. We also designed a library display, A-board for outside, distributed flyers, and worked on a mural for the window, the week prior.
- ❖ Jan 27<sup>th</sup> Family Literacy Day was a huge, success, with approx. 150 people attending!

- ❖ Our first Mindful Meditation class was held on Feb 8<sup>th</sup>. Tara Dutcawich and Dianne Hallberg are the instructors.
- ❖ Building Maintenance: VA Service called on Feb 1<sup>st</sup>-tap in men's washroom downstairs running-replaced tap. Electrician was called to replace 5 ceiling lights, as well as replace 20 water stained ceiling tiles in the main entrance. Custom Cabinet also attended library to commence replacing panic hardware.
- ❖ Library programming: 1.) Freedom to Read week Feb21-26<sup>th</sup>. We have completed a banned/challenged book display. 2.) Also for the month of Feb., we are giving every child who opens an account, a free book and treat bag. 3.) We also have a contest "Find the Hidden Valentine", with a prize for a girl and a boy
- ❖ I completed our on-line annual statistics Feb 2, and 3<sup>rd</sup> @ Counting Opinions.
- ❖ I completed the annual Summer Works Grant application Jan 25<sup>th</sup>. This application is for a student, to run our TD Summer Camps.
- ❖ I have also been very busy preparing the Budget, Annual Report, as well as preparing documents for the Accountant.
- ❖ Staff stats: January- staff took turns working 6 day work weeks, while we were waiting to hire Karen's replacement. Cindy sick-Jan 11<sup>th</sup> & 12<sup>th</sup>, Aimee off banked hrs-Jan 18<sup>th</sup> & 19<sup>th</sup>, Aimee sick Feb 4<sup>th</sup>.
- ❖ Library held discard sale Rotary Room, Feb 1-4<sup>th</sup>.
- ❖ Library hosted Grade 1-2 split Nicole Menzies's class on Feb 17<sup>th</sup> for a Dr. Seuss afternoon. This class was to attend Family Literacy Day, but at the last minute, couldn't make it, so we arranged an alternate afternoon.
- ❖ Jan 20<sup>th</sup>-RCMP called to attend library-drunk patron passed out



Signed: \_\_\_\_\_ Date: \_\_\_\_\_