



BOARD MEETING: November 22, 2017

PRESENT



Bill Hanson, Melody Borschewski, Constance McLeese, Val Dixon, Bunny Burke, Nora Fontaine, Kathryn Drapak, Courtney Campbell
Regrets: Karen MacKinnon

CHAIRPERSON: BILL HANSON CALLED THE MEETING TO ORDER AT 12:06

MOTION: to accept the agenda as presented.



M Borschewski/V Dixon



CARRIED

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



V Dixon/M Borschewski



CARRIED

CORRESPONDENCE:

- 1. CIBC regarding Cash Management options
2. Email: Trevor Surgenor, PLSB regarding the Public Library Review
3. Email: Andrew Robert, MLTA regarding the MLTA newsletter and AGM
4. Email: SecurTek regarding account authorization changes/contract re-signing
5. Email: Ken Kuryliw, Gaynor Family Regional Library regarding a letter to Minster Cox
6. Stittco Utilities regarding propane rate increases from \$0.9679/m3 to \$1.4454/m3 as of November 1st, 2017
7. Email: Lana Jennings, PLSB regarding the 2017 Rural Library Technological Sustainability Grant
8. Province of Manitoba regarding the direct deposit of the 2017 Rural Library Technological Sustainability Grant funds
9. Email: Matt Saville, Kelty Management (Xerox consultant) regarding cost saving options
10. Email: Madison Friesen, Jake Epp Library regarding book club kits
11. WCB regarding 2017 account statement
12. Email: Charyl Davies, Thompson Public Library regarding a letter to Minster Cox
13. Email: Lee Ward regarding local author sales in the library
14. Email: Mari Pettersen, CFAR regarding holiday advertising
15. Email: Andrew Ryan, MLTA regarding the AGM in Brandon

OLD BUSINESS:

- 1. Fundraising:
a. 50/50 Raffle Report: The 50/50 Raffle raised a total of \$3,120.00. The winner was Anita Baschuk who took home \$1,560.00. The financial report was submitted to the city on November 3rd. After printing, advertising, and licensing costs the raffle raised \$1,245.40 for the Library.
b. Christmas Raffle: The Christmas Raffle kicked off November 4th at the Arts Council Craft Sale. The draw will take place December 15th before the Moonlight Madness event at 4 pm. Board members are selling tickets and will sit at Walmart/Co-op to sell tickets when possible. Currently 25/50 books are out.
c. Current fundraising status:
Discard book sale: \$1,000.00
Homecoming merchandise: \$2,000.00
50/50 Raffle: \$1,245.40
Donations: \$1,700.00
TOTAL: \$5,945.40

With the \$7,600.00 deficit this means we are only \$1,654.60 short.

- d. Spring fundraising event: Courtney presented various options for the spring fundraiser and a group discussion followed.
2. Budget: Courtney reviewed the budget areas with comparisons.
3. Archives room condition & disposal of discarded books: Courtney and Don Peake have sorted most of the archive materials at city hall. They will continue sorting before the materials are moved back to the Library, which will take place after the archive flooring is installed. The discarded books have been sorted into a separate area. A lengthy discussion followed regarding what to do with the discarded books. Courtney will investigate options and present them to the board before proceeding.
4. Water Damage: The Board was advised of the water pipe leak that took place in the kitchen November 21, 2017. Bill assessed the damage and came up with a plan to combat further damage.

❖ **NEW BUSINESS:**

1. Staff positions: Danielle McDonald is applying for school in January 2018, Courtney will begin advertising for the Assistant Administrator position next week.
2. Denare Beach board representation: Kathryn Drapak attended the board meeting as the Denare Beach representative. Her name will be forwarded to the Flin Flon City Council for approval.
3. Christmas staff bonuses: Staff will receive \$100.00 Christmas bonuses, students will receive \$50.00 bonuses.

**MOTION:** To give staff Christmas bonuses

V Dixon/ N Fontaine

**CARRIED**

4. Holiday closures: The Library will be closed December 22, 26, 29 at 1 pm, and January 1 for the holidays. Closures will be posted in advance on the doors and social media sites.

5. Policy review

- a. Flin Flon Public Library Room Rental policy: Amendments were made to include the following sections:
  - **No smoking permitted inside the library, smoking is permitted outside the building (5 m from entrance) using the front entrance ONLY.**
  - **No alcohol allowed except when a liquor license has been acquired by the renter.**
  - **Any tape left on the walls or any damage from tape removal will result in the forfeiture of the \$20.00 deposit**

**MOTION:** To accept changes to the Flin Flon Public Library Room Rental Policy

B Hanson/N Fontaine

**CARRIED**

- b. Computer use policy and consequences: Following incidents in the Library the policy was reviewed. The policy is effective and needs to be posted by the computers. First Stop has been contacted about internet filtering and Courtney will investigate what other libraries do and then proceed with some kind of internet filter.

6. Letter to Minister Cox regarding the Public Library Review: Libraries are sending letters to Minister Cox regarding funding and the Public Library Review. This was discussed and Bill will draft a letter.

7. Accessibility: The Library will book a free facility consultation with Wayne Huculak and then prepare an accessibility assessment.

❖ **FINANCIAL REPORT:**

Administrator presented financial statements to November 16<sup>th</sup>, 2017

**MOTION:** To accept financial report as presented

C McLeese/N Fontaine

**CARRIED**

## ❖ ADMINISTRATOR'S REPORT:

1. The Library Culture Days events were held Friday, September 29. The Senior's Brunch had 75 people attending and Human Book night had 200 people attending for a total of 275 people. The event broke even with donations and we are in talks with the Arts Council about funding to cover costs.
2. The Library was featured in an article in The Reminder on October 2<sup>nd</sup> regarding funding and library use.
3. The Library was closed on October 9<sup>th</sup> for Thanksgiving.
4. The Library was featured in an article in The Reminder on October 10<sup>th</sup> regarding funding.
5. Courtney Campbell went to the Flin Flon & District Chamber meeting on October 10<sup>th</sup>.
6. Courtney Campbell and Don Peake sorted archive materials at City Hall October 13<sup>th</sup>, 20<sup>th</sup>, and November 10<sup>th</sup>. Unfortunately, materials were moved after this sorting which has delayed the completion of this project. Courtney and Don will continue sorting before items are moved back to the library (pending the installation of new flooring at the Library) and await a Board decision on the disposal of discarded books.
7. Courtney Campbell had a radio interview with CFAR on October 17<sup>th</sup> regarding the children's Halloween party.
8. The Children's Halloween party was held on October 25<sup>th</sup> with 90 people attending including the Flin Flon Bombers.
9. Courtney Campbell went to the Flin Flon & District Chamber Annual General meeting on October 31<sup>st</sup>.
10. Courtney Campbell went to the Main Street Committee meeting on November 1<sup>st</sup> to plan holiday events. The Library will host Santa's Workshop during the Midnight Madness Family Evening on December 15<sup>th</sup>.
11. The fall 50/50 raffle fundraiser draw was held on November 3<sup>rd</sup>. Anita Baschuk won \$1,560.00 and the Library received the same amount. Customer Appreciation was held in conjunction with the draw with free hot dogs and drinks for patrons.
12. The Library started the Christmas Raffle by selling tickets at the Arts Council Craft Sale at the Community Hall on November 4<sup>th</sup>. The Christmas Raffle will run until the drawing on December 15<sup>th</sup>. Tickets are available throughout the community, at the Library, and through staff/board members. Prize sheets are available and the prizes are on display at the Library.
13. Water was found in the furnace room floor on November 6<sup>th</sup>. It was discovered that the condensation pipe from the furnace had been compromised and was replaced by the city. The city doesn't anticipate any further issues and there was no lasting damage.
14. Courtney Campbell went to the Flin Flon & District Chamber executive meeting on November 7<sup>th</sup>.
15. The Library was closed on November 13<sup>th</sup> in lieu of Remembrance Day.
16. Creighton Family Day at the Library was held November 17<sup>th</sup> with 30 people attending for a tour and story time.
17. Courtney Campbell went to the Flin Flon & District Chamber executive meeting held on November 20<sup>th</sup>.
18. A water pipe leak was discovered on November 21<sup>st</sup>. The city repaired the pipe which had leaked downstairs in the kitchen and into the women's washroom. It has since been repaired and the staff is monitoring the rooms for further damage from the leak.
19. There have been multiple instances with inebriated patrons in the Library in the week of November 15-21, including an incident which was posted to social media. The staff has instituted hourly facility checks to help with this and refer to the Code of Conduct when dealing with patrons who are under the influence. The RCMP were contacted to include the Library on weekly visits. This is a situation that will need continued attention and the staff is working hard to ensure that the Library is a safe space for patrons.
20. Board members and community volunteers were out in the community selling 50/50 and Christmas Raffle tickets for the months of October and November. The Library greatly appreciates the volunteer time put in by our community supporters.
21. The Tales for Tots Story Time Hour will start again on November 24<sup>th</sup>.
22. Holiday programming has started at the Library including the Christmas book sale and plans for a holiday reading contest, a Santa letter writing station, a Food for Fines initiative supporting the Friendship Centre, as well as promotions for holiday gifts including local author books, shelf sponsorship, and room rental packages.
23. Courtney Campbell away October 5-6<sup>th</sup> (used banked time). Danielle McDonald away November 10<sup>th</sup> (used banked time). Tania Georgii left early October 2<sup>nd</sup> (used banked time). Kristy Janvier away October 1-November 30 on unpaid leave. Karen McKay is in covering for her during this time. Gabby Smith away

October 26<sup>th</sup>, covered by Rachel Hyska. Janitor Donna Webber is away November 10<sup>th</sup>-December 1<sup>st</sup>, she found a replacement to clean for her while she is away.

**MOTION:** To adjourn



V Dixon/N Fontaine



meeting adjourned at 1:25

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

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