



**BOARD MEETING: May 9, 2018**

**PRESENT**



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

**❖ CHAIRPERSON: BILL HANSON CALLED THE MEETING TO ORDER AT 4:35**

<b>MOTION:</b> to accept the agenda as presented.	➔	K Drapak/K McKinnon	➔	<b>CARRIED</b>
<b>MOTION:</b> to accept the minutes from the previous Board meeting.	➔	K Drapak/N Fontaine	➔	<b>CARRIED</b>

**❖ CORRESPONDENCE:**

1. Email: MLTA March 2018 newsletter, FFPL mentioned including a photo
2. Email: Young Canada Works regarding 2018 grant approval
3. CIBC regarding GIC standings
4. Flin Flon Writer’s Guild regarding Poetry Night donation
5. Email: Flin Flon Trout Festival regarding donation request
6. Email: Manitoba Library Association regarding MLTA/MALT/MLA amalgamation and general meeting
7. Email: Heather Andres, Creighton Community Daycare regarding Pre-School Wellness Day
8. Email: Canada Summer Jobs regarding 2018 grant approval
9. Email: Wayne Huculak, Regional Consultant (Norman) regarding the accessibility consultation

**❖ OLD BUSINESS:**

1. Fundraising status report: The amount raised so far in 2018 is \$2,650.00, the budget goal is at least \$7,000.00. Summer fundraising will be a large 50/50 and the discard book sale. Business donation letters for the TD Summer Reading Club program will be sent out next month.
2. Building/Archives room condition update: Courtney is working with the city to complete the tasks noted on the fire inspection. The city is hiring a maintenance man who will be responsible for building maintenance. The outside stair/ramp repair will be done as soon as the city has time.
  - a. Carpet cleaning:

<b>MOTION:</b> To have the Library carpet cleaned	➔	C McLeese/N Fontaine	➔	<b>CARRIED</b>
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- b. Window washing:

<b>MOTION:</b> To have the exterior & stairwell windows cleaned	➔	C McLeese/B Burke	➔	<b>CARRIED</b>
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- c. Downstairs tile floor: Courtney will work with the city on the repair and maintenance of the basement tile floor.

**❖ NEW BUSINESS:**

1. Policy: The Board discussed various aspects of policy.
  - a. Rotary Room damage deposit: The Board discussed rentals and determined that the damage deposit should be raised to \$50 and all rental fees should increase by \$5. The Board will review key responsibility at a future meeting.

**MOTION:** To raise the damage deposit fee to \$50 and to raise the rental fees by \$5

C McLeese/M Borschewski

**CARRIED**

- b. Staff vacation policy: The Board will review this policy in another meeting when presented with comparison materials for review.
  - c. Staff banked time policy: The Board will review this policy in another meeting when presented with comparison materials for review.
  - d. Staff sick day policy: The Board will review this policy in another meeting when presented with comparison materials for review.
2. 2017 Audit approval: The audit was presented to the Board and signed by Chairperson Bill Hanson.
  3. 2018 Budget: The budget will be presented again by email for final review after the audit adjustments are made.

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❖ **FINANCIAL REPORT:**

Administrator presented financial statements to May 9, 2018

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

B Burke/K McKinnon

**CARRIED**

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❖ **ADMINISTRATOR'S REPORT:**

1. Courtney Campbell attended executive and general Chamber of Commerce meetings April 10<sup>th</sup> and May 1<sup>st</sup>.
2. Kendall and Pandya started our annual audit on April 11, 2018 with a field audit at the Library.
3. A water leak in the basement was noted on April 11, 2018. The water was coming from snow melting off of the roof of a neighbouring building. A representative from the city came on April 12, 2018 to assess the damage. A city employee came on April 13, 2018 to unclog the toilet in the public washroom. The upstairs lights were changed out on April 16, 2018 by the city with plans to change out the basement lights when they have time.
4. Courtney Campbell attended the Robb Nash presentation on April 12, 2018 as the Library representative on the Hope North committee.
5. The Library was featured in The Reminder on April 11 and 25, 2018 for Poetry Night and National Film Day.
6. The 17<sup>th</sup> Annual Poetry Night was held on April 13, 2018 with 44 people attending and with many community members participating.
7. The Library partnered with the Central Canada Film Group to present "The Grey Fox" for National Canada Film Day on April 18, 2018 with 41 people attending the event.
8. A staff meeting was held on April 18, 2018 to determine yearly projects for the staff and to discuss operational issues. Individual staff review interviews will be held in the near future.
9. A building assessment for accessibility was conducted by Wayne Huculak and Lindsay Kolt on April 15, 2018.
10. Courtney Campbell away April 23-27<sup>th</sup> (vacation). Carmen Ward away April 9-17<sup>th</sup> (vacation/banked time). Tania Georgii was away April 19-20<sup>th</sup> with a doctor note (WCB claim) and on unpaid leave for family reasons May 7-22<sup>nd</sup> with Karen McKay covering for her during this time. Rachel Fosseneuve away April 25-27<sup>th</sup> (banked/unpaid time), Karen McKay is in covering for her during this time. Gabby Smith away April 26<sup>th</sup>, covered by Rachel Hyska.

**MOTION:** To adjourn

K McKinnon/N Fontaine

**CARRIED:** meeting adjourned at 5:45

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

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