



MINUTES OF THE FLIN FLON LIBRARY BOARD OF DIRECTORS SEPTEMBER 18, 2020 MEETING

A regular meeting of the Flin Flon Library Board was held on September 18, 2020 at 1:00 p.m. in the Flin Flon Public Library's Rotary Room.

QUORUM

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

1. Tim Spencer, Secretary/Treasurer (Chair)
2. Becky Hyska, Vice-Chairperson (via telephone)
3. Val Dixon
4. Kathryn Drapak
5. Judy Pettersen
6. Tim Babcock

The following Board Members were unable to attend:

1. Bill Hanson
2. Tammy Ballantyne

Staff present:

1. Elizabeth Andres, Library Administrator

PROCEEDINGS

1. The meeting was called to order by Chair Spencer at 1:05 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: Accept the June 11, 2020 meeting minutes as presented (Pettersen); seconded (Drapak); passed unanimously.

CORRESPONDENCE

For informational purposes only, 11 pieces of correspondence were provided to the Board:

1. May 26, 2020 letter from CIBC regarding reinvestment (to gain 0.55%)
2. June 1, 2020 letter from CIBC regarding GIC #62-5207971 – 884 (Full redemption prior to maturity)

3. July 28, 2020 letter from Minister of Sport, Culture and Heritage, regarding grant funding
4. July 30, 2020 letter from CIBC regarding CIBC Flexible GIC (Renewal Confirmation)
5. July 29, 2020 letter from Public Utilities Board regarding increase of 6.7% to propane costs
6. July 30, 2020 notice from Canada Revenue Agency regarding 2019 GST Rebate
7. July 2020 letter from STITTCO regarding Emergency Information
8. August 11, 2020 letter from CIBC regarding purchase of \$30,000 GIC (CEBA – Canadian Emergency Business Account Funding)
9. August 20, 2020 letter and package from Pahkisimon Nuye?áh Library System.

ACTION: *James Hope Howard, Director of Pahkisimon Nuye?áh Library System will be contacted as to whether the Flin Flon Public Library is to be included in the Pahkisimon Nuye?áh Library System directory (Andres).*

10. September 9, 2020 email from Service Canada regarding Summary of Payment Claim Adjustments for funding of Summer Student position
11. Undated letter from Manitoba Spruce Libraries Co-operative regarding Evergreen Co-operative.

BUSINESS ARISING FROM THE MINUTES (OLD BUSINESS)

1. Update on action from February 28, 2020 meeting: Andres to send a letter to The City of Flin Flon regarding updating By-law 10/86 (Andres/Babcock)

ACTION: *The City of Flin Flon By-law 10/86 will be re-written/updated and brought to the next Flin Flon Library Board meeting for approval and, once approved, presented to the City (Andres).*

2. Update on status of Pandemic Staffing Policy: Andres advised she was including this item as it was important the Flin Flon Library Board's minutes have an official record showing the new Pandemic Staffing Policy, which had been voted on by e-mail, had passed.

ACTION: *Dixon's name to be added to the list as a "yes" as she advised she had sent an affirmative e-mail (Andres).*

3. Update on status of Police Background Checks Policy: Andres advised she was including this item as it was important the Flin Flon Library Board's minutes have an official record showing the new Police Background Check Policy, which had been voted on by e-mail, had passed.

ACTION: *Dixon's name to be added to the list as a "yes" as she advised she had sent an affirmative e-mail (Andres).*

NEW BUSINESS

1. Discussion on IT Resources at the Flin Flon Public Library (including Evergreen/Insignia, 2020/21 Rural Library Cooperative Technology - Call for Proposals) After an in-depth

discussion, the Library Board agreed that, following The City of Flin Flon's example, the Library Administrator is to proceed with partnering with Lexcom as the provider of the Library's IT department. It was further agreed the Library Administrator should move forward with a partnership with Insignia as the provider of the Library's new catalogue software, replacing PowerSchool's L4U software. It was further agreed that to facilitate these costly endeavors that the Library Administrator would apply for the Rural Technology Grant, reach out to the Rotary and Kinsmen Clubs of Flin Flon, re-apply in 2021 for the Northern Neighbours grant, and access any necessary funds from the GIC currently sitting at the CIBC.

MOTION: On behalf of the Flin Flon Library Board | Flin Flon Public Library, the Library Administrator will enter into a partnership with Lexcom for IT services, sign a contract with Insignia to provide the Library catalogue and, to fund these projects, the Library Administrator is instructed to apply for the Rural Technology Grant, reach out to the Rotary and Kinsmen Clubs of Flin Flon, re-apply in 2021 for the Northern Neighbours grant and access any necessary funds from the GIC currently sitting at the CIBC (Babcock); seconded (Dixon); passed unanimously.

ACTION: *Partnerships with Lexcom and Insignia will be entered into, all possible grants for financial support will be applied for in support of the projects, and any necessary funds from the CIBC GIC will be accessed (Andres).*

2. Discussion on Flin Flon Public Library's existing Mission Statement and proposed Mandates: After a short discussion it was agreed all Board Members will review the Library's Mission Statement and proposed mandates and bring to the next meeting their suggestions and ideas.

ACTION: *The Library's existing Mission Statement and proposed Mandates will be reviewed and ideas/suggestions brought to the next board meeting (all Board Members).*

3. Opening a new CIBC bank account for lottery funds: After a short discussion, it was agreed the Library Administrator would open a new bank account as per Mona Keyes', CIBC Financial Advisor, recommendations and that one Board Member would have signing authority with the Library Administrator.

MOTION: As the Liquor and Gaming Authority of Manitoba requires a separate Raffle Bank Account, the Library Administrator will open a new CIBC bank account dedicated to lottery funds and one Board Member will have signing authority with the Library Administrator. (Pettersen); seconded (Babcock); passed unanimously.

4. Introduction of a Children in the Library Policy: After discussion Board members agreed that due to legal implications, Library staff cannot be responsible for children who are alone in the Library. However, Board Members also agreed children who are left alone in the Library is a symptom of a bigger societal problem that requires all levels of government and all community members to find an ongoing solution. Ideas were discussed which included having a community "after-school" program in the Rotary Room funded and staffed by community members (not Library staff). At the end of the discussion it was agreed the new policy protected Library staff and should be approved.

MOTION: Effective immediately the Flin Flon Public Library Children in the Library Policy will take effect. (Dixon); seconded (Hyska); passed unanimously.

5. Introduction of a Volunteer and Employee Dress Code Policy: After a short discussion where the Library Administrator confirmed she is available to provide any required interpretation to staff and volunteers, the Board approved the policy.

MOTION: Effective immediately the Flin Flon Public Library Volunteer and Employee Dress Code Policy will take effect. (Spencer); seconded (Babcock); passed unanimously.

6. Introduction of an Overdue/Lost/Damaged Material Fines and Fees Policy: After Spencer voiced concern that fees/fines might be a barriers to some patrons, Andres clarified to Board Members that Library staff have been coached to be mindful of patrons' circumstances and work with them to ensure fines/fees are not barriers and to come up with innovative ways to help Patrons pay.

MOTION: Effective immediately the Flin Flon Public Library Overdue/Lost/ Damaged Material Fines and Fees Policy will take effect. (Drapak); seconded (Dixon); passed unanimously.

7. Introduction of an Appropriate Use of IT Resources Policy: The Library Administrator advised this was an expanded version of the Library's previous policy and now covered, not just staff, but all persons accessing and using the Library's IT resources (e.g., staff, volunteers, patrons, community members) as well as contractors accessing the Library's IT resources (e.g., Lexcom, etc.).

MOTION: Effective immediately the Flin Flon Public Library IT Resources Policy will take effect. (Hyska); seconded (Pettersen); passed unanimously.

8. Introduction of a Harassment Prevention Policy: Andres advised this updated policy now follows the Government of Manitoba's guidelines on how to create a Harassment Prevention Policy and included information/forms on how to start a complaint and possible avenues of resolution including mediation.

MOTION: Effective immediately the Flin Flon Public Library Harassment Prevention Policy will take effect. (Dixon); seconded (Pettersen); passed unanimously.

9. Introduction of a Materials Selection Policy: This policy was tabled to the next Board Meeting to give Board Members time to read through the policy. Board members are to come to the next meeting prepared to discuss and provided feedback/input.

ACTION: *The proposed Material Selection Policy will be brought to the next Board Meeting for discussion (all Board Members).*

REPORTS

1. The Library Administrator presented the 2020 year-to-date financial report for Board Members' information. She provided the information in a new format that had an additional column to detail all differences/issues.
2. Andres presented the Library Administrator's report.
 - a.) **Keys for Cabinets and Doors/Safe**
 - The Library's master key lock box is now organized, labelled, and all keys accounted for.
 - Keys that are held by staff and community members have been signed out with holders agreeing the keys have been received, that keys will not be loaned out, and that the Library Administrator will be advised if keys are lost and/or stolen.

The holders also agree to return keys when requested (e.g., when employment ends).

- Filing cabinets throughout the building that were missing keys have had replacement keys made.
- Jim's Custom Doors and Windows is working on a quote to fix/organize the locks in the building and the Library Administrator would like to add this project into the 2021 budget.
- A fire-proof commercial safe was purchased for the Library and is now in use.

b.) 50/50 Update

- The summer 50/50 was a sell-out (\$5,000) and the winner was Adam Scott who took home a cheque for \$2,500.
- A LED sign was purchased and now sits in our front window. Patrons have advised it helped them remember to come into the Library to purchase tickets.
- A larger lottery is being planned for December with the Liquor and Gaming Authority of Manitoba providing the license.

c.) Culture Days

- The Library will be participating in the 2020 Culture Days. Rather than being held the last weekend in September, it is now being held the entire month of October. The Library will be hosting one "Human Book" for each of the five Thursdays in October.

d.) CEWS Funding

- After reading the guidelines on the CRA site for the CEWS funding and following other Manitoba Libraries' examples, the Library Administrator did not apply for CEWS funding as Libraries are funded by Municipals governments are not eligible for the funding.

e.) Statistics

- Door counts are:
 June 2020 214 (Doors opened for patrons being in the building June 22nd)
 July 2020 695
 August 2020 639
- New memberships and renewals are:
 June 2020 New: 5 Renewals: 21
 July 2020 New: 16 Renewals: 33
 August 2020 New: 6 Renewals: 17

LIBBY E-BOOKS and AUDIO BOOKS			
Month	Total Checkouts	Month	Total Checkouts
January 2020	748	January 2019	509
February 2020	658	February 2019	485
March 2020	731	March 2019	560
April 2020	757	April 2019	541
May 2020	727	May 2019	543
June 2020	633	June 2019	542
July 2020	342	July 2019	536
August 2020	412	August 2019	509

f.) Annual Discard Book Sale

- The Annual discard book sale is over and was a success.
- Remaining books were offered to the public for half price and then for free
- Most of the remaining books will be sent to the Recycling Centre

- The “best” discard books have been taken upstairs where the Library has four full shelves dedicated to discard books and DVDs.

g.) Other Sources of Revenue

- We are always on the lookout for other sources of revenue
 - o We are considering renting out folding tables
 - o We are currently renting out (on a donation basis) the Rotary Room to University students doing online courses
 - o We are considering renting out the Kinsmen Room (once the pandemic is over) for birthday parties
 - o We are considering holding garage sales in the Rotary Room (we will be holding one for ourselves at the end of September or in early October for many of the items stored in the archive room).

h.) Grant Applications

- Two grants from the Kimberly Foundation were applied for:
 - o \$1,000 Pandemic Flash Funding (for innovative way to provide library materials to patrons during the pandemic)
 - o \$10,000 for Indigenous Library Material.
 - o Received email/letter from the Kimberley Foundation advising we were successful in obtaining the Pandemic Flash Funding. Once we receive the funding we will be driving to Cranberry Portage and Denare Beach once every two weeks and throughout Creighton and Flin Flon delivering Library material to people who aren't able to make it into the Library due to social distancing.
- We didn't get funding from the Co-op Spaces nor from Northern Neighbours but the Library Administrator will apply again in 2021.

i.) COVID-19 Pandemic

- Things are going good and Patrons seem to be accepting of the processes in place.
- Effective September 16, 2020 everyone in the Library must wear a protective face covering.
- A COVID-19 declaration has been created and all staff will sign off on it.
- A staff member is always sitting at the front door taking temperatures on the wrist and writing down contact information for contact tracing.
- Staff are concerned on what it would take for the Library to re-close due to increasing pandemic numbers.

AGREED: *After discussion, Board Members agreed that should pandemic numbers increase, the Library will re-shut its doors and move back to front door pick-up, if and when The City of Flin Flon shuts the doors to City Hall and city facilities.*

j.) Membership Guide

- Lisa Slugoski created a membership guide to give to new patrons and it has been well received.

k.) Employee Sick and Banked Days

- The hours are under control and the new timesheets have been very helpful with keeping tracks of the time.

NEXT BOARD MEETING DATE/TIME

To be able to have all Board Members present at the next meeting, after discussion it was agreed to try an evening (5:00 p.m. to 6:00 p.m.) meeting time. Andres will contact Board Members within the next few weeks to set up the sixth meeting of the year in late October or early November.

It was noted by Andres that the seventh and final Board meeting of the year will be in mid-December to discuss the 2021 budget which will be presented by the Library Administrator.

ADJOURNMENT

The meeting was adjourned at 3:10 p.m.

Minutes submitted by Elizabeth Andres, Library Administrator