



MINUTES OF THE FLIN FLON LIBRARY BOARD OF DIRECTORS JUNE 11, 2020 MEETING

A regular meeting of the Flin Flon Library Board was held on June 11, 2020 at 12:00 p.m. via Zoom.

QUORUM

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

1. William (Bill) Hanson, Chairperson
2. Tim Spencer, Secretary/Treasurer
3. Val Dixon
4. Kathryn Drapak
5. Judy Pettersen
6. Tammy Ballantyne

The following Board Members were unable to attend:

1. Becky Hyska
2. Tim Babcock

Staff present:

1. Elizabeth Andres, Library Administrator

PROCEEDINGS

1. The meeting was called to order by Chairperson Hanson at 12:05 p.m.
2. Acceptance of the agenda
MOTION to accept agenda as presented (Drapak); seconded (Pettersen); passed unanimously.
3. Acceptance of the previous meeting minutes
MOTION to accept May 8, 2020 meeting minutes as presented (Dixon); seconded (Ballantyne); passed unanimously.

CORRESPONDENCE

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

1. Service Canada - Change of Primary Officer for ROE (from Courtney Campbell to Elizabeth Andres)
2. Young Canada Works - Email regarding decision to not move forward with funding of a YCW summer student position

3. Co-op Community Spaces - Email regarding unsuccessful proposal for funding to replace front windows of Library building
4. Canada Student Loans - Email regarding success of grant proposal for a Canada Student Summer Student

BUSINESS ARISING FROM THE MINUTES (OLD BUSINESS)

For informational purposes only the Meeting Notes from the May 15, 2020 COVID-19 Taskforce Meeting were provided to the Board.

NEW BUSINESS

1. The 2019 Annual Report was submitted by Andres. Pettersen made the motion, *The Flin Flon Public Library's 2019 Annual Report be accepted as presented and distributed by the Library Administrator as required.* Seconded by Dixon; passed unanimously.
2. The 2019 Financial Statements were submitted by Andres on behalf of Kendall & Pandya Accountants. Ballantyne made the motion, *We, the Board of Flin Flon Public Library hereby approve the audited financial statements and take full responsibility for the financial statements for the year ended December 31, 2019.* Seconded by Drapak; passed unanimously.

REPORTS

1. Andres presented the 2020 year-to-date financial report for Board Members' information.
2. Andres presented the Library Administrator's report.
 - a. The month of May saw 75 patrons using front entrance pickup. Door count is 152 for the month as the Rotary Room is being rented out three times per week. There were five new memberships and 13 renewals. Libby has been very popular during the COVID-19 pandemic.

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

- b. Staff continue to work on large projects while the library is closed to patrons.
- c. The flinflonpubliclibrary.ca domain name has been purchased and we now own .org, .com, and .ca.
- d. The Assistant Administrator's six-month performance review has been completed and she is now a permanent employee.
- e. The Library Administrator's six-month performance review is due June 9, 2020.
- f. The Canadian Government's Emergency Business Account has been deposited into the bank with funds being used to purchase COVID-19 items.
- g. McMunn & Yates has agreed to provide free lumber and material to build a new fence around the air conditioning units in the parking lot. We have a volunteer ready to build the fence.

- h. We are looking at creating a loading zone area in the parking lot. Currently having the two Canada Post vehicle parking in the first two "stalls" is a serious trip hazard with their cords hanging on the sidewalk. Also, we are going to be changing the parking lot to an angle parking lot to help people miss hitting the big blue garbage bin at the Friendship Centre.
- i. An update of employee sick and banked days was provided.
- j. Rubber matting was purchased and installed under the Infopods and behind the front counter.

NEXT BOARD MEETING DATE/TIME

Andres will contact Board Members in early August to set up the fifth meeting of the year for sometime in September.

ADJOURNMENT

The meeting was adjourned at 12:25 p.m.

Minutes submitted by Elizabeth Andres, Library Administrator