



## **MINUTES OF THE FLIN FLON LIBRARY BOARD OF DIRECTORS NOVEMBER 24, 2020 MEETING**

A regular meeting of the Flin Flon Library Board was held November 24, 2020 at 12:15 p.m. via Zoom.

### **QUORUM**

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

1. Bill Hanson, Chairperson
2. Becky Hyska, Vice-Chairperson
3. Tim Spencer, Secretary/Treasurer
4. Tim Babcock
5. Val Dixon
6. Kathryn Drapak
7. Judy Pettersen

The following Board Member was unable to attend:

1. Tammy Ballantyne

Staff present:

1. Elizabeth Andres, Library Administrator

### **PROCEEDINGS**

1. The meeting was called to order by Chair Hanson at 12:15 p.m.
2. Acceptance of the revised agenda (addition of New Business Lexcom quote and change to date of Financial Report from January 1 to October 31, 2020 to January 1 to November 20, 2020)  
*MOTION: To accept the revised agenda as presented (Pettersen); seconded (Dixon); passed unanimously.*
3. Acceptance of the previous meeting minutes  
*MOTION: Accept the September 18, 2020 meeting minutes as presented (Spencer); seconded (Dixon); passed unanimously.*

## **CORRESPONDENCE**

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

1. October 5, 2020 letter from Collection Group of Canada Inc. (re collection of debt from Yellow Pages Digital & Media)
2. October 27, 2020 letter from FFPL Administrator to Collection Group of Canada Inc. (re response to collection of debt from Yellow Pages Digital & Media)
3. October 26, 2020 letter from Collection Group of Canada Inc. (re collection of debt from Yellow Pages Digital & Media)
4. September 18, 2020 letter from Minister of Sports, Culture and Heritage (re funding received from Rural Library Technological Sustainability Grant program)
5. September 29, 2020 email from Public Library Services (re breakdown of Rural Library Technological Sustainability Grant program)
6. September 11, 2020 letter from Canada Revenue Agency (re Confirmation of annual information return)
7. October 30, 2020 letter from FFPL Administrator to Canada Post (re parking and signage)

## **OLD BUSINESS**

1. Discussion on Flin Flon Public Library's existing Mission Statement and proposed Mandates (Andres) NOTE: Request is being made to table to 2021 Board visioning and strategic planning meeting
2. Board Motion re Front Counter (for information only)
3. Board Motion re Closed to Public and Open for Front-Door Pickup and Delivery (for information only)
4. Board Motion re Pool of Casual Workers (for information only)

## **NEW BUSINESS**

1. Andres outlined the required revisions to the Harassment Prevention Policy which included clarification on who the policy covers and fleshing out the Third-Party Harassers section.  
*MOTION: The Flin Flon Public Library's revised Harassment Prevention Policy will take effect immediately (Dixon); seconded (Drapak); passed unanimously.*
2. Andres outlined the required revision to the Police Background Checks Policy which involved clarifying that any person or contractor not passing a Vulnerable Sector Check will not be allowed to work for the Library.  
*MOTION: The Flin Flon Public Library's revised Police Background Checks Policy will take effect immediately (Dixon); seconded (Spencer); passed unanimously.*
3. The Materials Selection Policy was tabled to a future meeting.  
**ACTION:** *Andres will ensure the proposed Materials Selection Policy is on the agenda of a future meeting.*

4. Discussion on the Library purchasing a debit machine to collect payment for fees, fines, and services ensued. After hearing a Square debit machine can be purchased for a one-time cost of under \$100 and that debit transactions are \$0.10/transaction and credit card transactions are 2.65%, the Board agreed to move forward with accepting debit (not credit) as an added form of payment.  
*MOTION: Effective immediately the Flin Flon Public Library's Direct Debit Transaction Fee Policy will take effect (Hyska); seconded (Dixon); passed unanimously.*
  
5. Spencer gave background on what other Canadian and North American libraries are doing with Strategic Planning and Visioning. He suggested that with the number of issues the Library will be facing over the next few years (decreasing tax base, staffing, etc.), that the Library Board convene in January 2021 with the goal of developing a five-year strategic plan. At that meeting the Library's mission could also be reviewed, mandates created, and the proposed Material Selection policy discussed.  
**ACTION:** *Andres will work with the Library Board to set up a Strategic Planning and Visioning meeting for January 2021.*  
**ACTION:** *Spencer to forward by email, for Library Board's review, information he has been collecting on other libraries' strategic plans.*
  
6. Discussion ensued on the patron's letter of appeal requesting that the Board review the patron's banning. The Board agreed the ban would continue for at least one year from the date of the original banning and that at that time the Board would again review the banning.  
**ACTION:** *On behalf of the Chairperson of the Board, the Library Administrator will draft a letter to the banned patron advising the banning will be reviewed by the Board in February 2021.*
  
7. Andres shared with the Board the quote received from Lexcom for new networking equipment. As agreed at the September 2020 meeting, the Board advised the Library Administrator should move forward with the purchase using funds from the CIBC GIC.  
**MOTION:** *As the quote received from Lexcom for \$6,752.68 to purchase new networking equipment is required to move forward with computer upgrades, Andres is authorized to approve the purchase (Drapak); seconded (Pettersen); passed unanimously.*

## REPORTS

1. Andres presented the financial report to November 20, 2020 for Board Members' information.
2. Andres presented the Library Administrator's report.

### a) Building

- Replacement parts are on order for doors that have broken panic handles

- The front counter is being removed by City of Flin Flon workers
- Quotes for two new workstations are being sourced
- The Flin Flon Chamber of Commerce will be installing a transmitter on the top of the Library building to provide "Music on Main Street"
- Burned out electrical lights in the building will be replaced by City Maintenance
- NorVa's birch bark biting window cling will be installed in the next few days
- Parking signs have arrived and need to be installed
- Custom window blinds have been installed in the offices

**b) Lexcom**

- Onboarding occurred on November 11<sup>th</sup>
- New IT equipment is being researched and will be ordered soon

**c) TechSoup**

- The Library's application to TechSoup has been approved

**d) Insignia**

- The Library will be migrating to Insignia the first week of January

**e) 50/50 Update**

- Approximately 15% of tickets are sold

**f) Advertising**

- Advertisements have been created and will appear in *The Reminder* for the 50/50 sales, home delivery, and for a thank you to the Kimberley Foundation and Northern Neighbours
- CFAR radio advertisements have also been ordered for the 50/50 and home delivery service

**g) Culture Days**

- Culture Days was successful
- The fifth Human Book was cancelled and will be rebooked for a future date

**h) Grants and Funding**

- \$5,000 Manitoba Bridge Grant has been applied for
- Denare Beach (\$5,000) and The Pas Library (\$4,862) funds should arrive shortly
- Received \$4,104.48 for the Rural Library Technological Sustainability Grant program
- \$95,000 from the City of Flin Flon was received and for 2021 the City will be direct depositing the grant in monthly installments of \$7,916.67
- The Government of Canada has announced it will be providing an additional \$20,000 for an expanded Canada Emergency Business Account (CEBA).

- We were successful in obtaining grants from Northern Neighbours Foundation (\$7,402) and the Kimberley Foundation (\$5,000).
- NorVa is working with a group out of Winnipeg called "Rural Mural" and we would like to work with them to have a mural installed on the side of the Library

**i) Plaques for Friends of the Library and Board of Directors**

- All outstanding plaques have been ordered and installed.
- The Board of Directors' plaque has been updated and has been re-hung.

**j) Statistics**

- Door counts are:
  - September 2020            535
  - October 2020                699
- New memberships and renewals are:
  - September 2020            New: 13        Renewals: 7
  - October 2020                New: 9         Renewals: 10
- Circulating Statistics:

<b>CIRCULATION LIBRARY MATERIAL (NOT E-BOOKS/AUDIOBOOKS)</b>				
<b>Month</b>	<b>Total Checkouts*</b>	<b>Month</b>	<b>Total Checkouts*</b>	<b>Difference (+/-)</b>
January 2019	1,328	January 2020	1,281	-47
February 2019	1,223	February 2020	1,433	+210
March 2019	1,715	March 2020	551	-1,164
April 2019	1,674	April 2020	24	-1,650
May 2019	1,219	May 2020	238	-981
June 2019	1,071	June 2020	593	-478
July 2019	2,126	July 2020	651	-1,475
August 2019	1,610	August 2020	692	-918
September 2019	1,120	September 2020	738	-382
October 2019	1,020	October 2020	921	-99

\*NOTE: The numbers for both 2019 and 2020 are suspect due to issues with Powerschool's L4U. When running the same report for the same timeframe, different results are produced. Issues for 2019 also include books that were taken out of discard and put back into the system where "checked out" which skews the true checked out figures and Libby numbers seem to have been included in the monthly figures. Once we move to Insignia, we will be assured of more accurate numbers.

<b>LIBBY E-BOOKS AND AUDIOBOOKS</b>				
<b>Month</b>	<b>Total Checkouts*</b>	<b>Month</b>	<b>Total Checkouts*</b>	<b>Difference (+/-)</b>
January 2019	223	January 2020	438	+215
February 2019	205	February 2020	398	+193
March 2019	291	March 2020	395	+104
April 2019	286	April 2020	442	+156
May 2019	264	May 2020	410	+146
June 2019	256	June 2020	420	+164

July 2019	273	July 2020	347	+74
August 2019	253	August 2020	401	+148
September 2019	327	September 2020	467	+140
October 2019	345	October 2020	525	+180

\*NOTE: Lisa G spoke with Overdrive Support in July and they advised we have been incorrectly recording our statistics. Revised statistics are shown in this chart and show the trend of Libby becoming more popular over time.

#### **k) COVID-19 Pandemic**

- We continue to provide contactless front-door pickups and, with funding from the Kimberley Foundation, Monday deliveries.
- All programming in the building has been shut down and groups using our facilities are on hiatus
- University students using the Rotary Room have chosen to stay home and so are no longer coming into the building
- The Library Clerk has filled out a "Working from Home" request and the Library Administrator has signed off on it
- Jim's Custom Windows and Doors advised they will be providing plexiglass for between the Infopods
- We have approximately 25 projects on the "COVID-19 TO DO" list
- The delivery service is becoming very popular and each week we are getting more and more patrons asking for the service.

#### **l) Employee Sick and Banked Days**

- Both sick and banked days hours are under control.

#### **NEXT BOARD MEETING DATE/TIME**

The Zoom meeting ended before a meeting date and time could be set.

**ACTION:** *Andres will work with the Library Board to set up a meeting in December 2020 to discuss the proposed 2021 Budget.*

#### **ADJOURNMENT**

The meeting was adjourned at 1:00 p.m.

*Minutes submitted by Elizabeth Andres, Library Administrator*