



**BOARD MEETING: September 11, 2019**

PRESENT



Tammy Ballantyne, Val Dixon, Nora Fontaine, Kathryn Drapak, Tim Babcock, Courtney Campbell  
Regrets: Bunny Burke, Tim Spencer, Bill Hanson

**1. COURTNEY CAMPBELL CALLED THE MEETING TO ORDER AT 4:39**

**MOTION:** to accept the agenda



V Dixon/N Fontaine



**CARRIED**

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



N Fontaine/K Drapak



**CARRIED**

**2. CORRESPONDENCE:**

1. Manitoba Hydro regarding rate increase
2. Canada Revenue Agency regarding Charity status
3. Email: MLA, June 2019 newsletter
4. Karen Gwin, Scotiabank regarding business banking
5. Canada Revenue Agency regarding GST application
6. Women’s Safe Haven regarding donation
7. CIBC regarding the GIC renewal
8. Government of Manitoba, grant approval
9. CIBC regarding rate increases
10. Jackie Hritzuk, Flin Flon Sparks regarding room rental inquiry
11. Email: MLA, August 2019 newsletter
12. CIBC, GIC renewal statement

**3. OLD BUSINESS:**

1. **Budget:** The budget was approved via email in April. Due to utility rate increases, an insurance cost increase, not being approved for the YCW grant, and less profits from the summer raffle there will be effects on the budget. Courtney is monitoring and will keep the board apprised.
2. **Fundraising status report:**
  - a. **2019 projects:** The library is still waiting on the remainder of the grant from the city for the TWTM social. The annual Discard Book Sale raised \$1,083.70 in two months. The TD Summer Reading club raised \$1,513.80 in donations and registrations (as well as in-kind donations).
    - i. **50/50:** The board agreed to have two raffles, one summer (starting in June-beginning of Aug.) and fall (end of Sept.-mid Dec.).
      1. **Summer recap:** Ryan Danelyk won \$882.50, the library kept \$882.50 (total \$1,765.00). As this was the first summer 50/50, less tickets were sold than expected. For the next raffle more board involvement is required and dates to sell tickets will be booked farther in advance.
      2. **Fall:** The Fall 50/50 will be ready for Culture Days (September 27) and will go until December 13. Tickets are being prepared tickets now and selling dates in the community are being booked. Courtney will be in touch with information via email ASAP.
    - ii. **Future projects:** The board had discussed having a meat draw, however the timing doesn’t work this year.

**3. Building/Archives room condition update:**

**a. Building:**

- i. Misc. update:** Bill is going to paint/cover the bulkhead repairs and complete other miscellaneous tasks as his schedule allows, Les Taylor is still working on building issues including the front steps and neighboring buildings.
- ii. Flooring:** The upstairs flooring replacement tender has been awarded to Flin Flon Construction, the estimated start date is October 24. As of now they have been unable to confirm how long the project will take, the library will need to be closed during this time. Courtney is organizing the project with the city and will be in touch with more information as it is presented. The board had a lengthy discussion about closures and effects on the library. Once the upstairs floor is complete, the basement floor will need to be wet scrubbed and re-waxed.

**b. Archives:**

- i. FFHP:** A formal agreement between the Flin Flon Heritage Project, the City of Flin Flon, and the Flin Flon Public Library has been reached after being reviewed by all parties, including the city solicitor. The board reviewed and discussed the agreement. Courtney will continue to manage the day to day aspects of the archives with Don Peake.

**4. NEW BUSINESS:**

**1. Saturday/Winter hours:**

- a. Considerations:** After reviewing the data from the trial run again, the board agreed that winter hours are a good idea, however the start time is unknown because of the upcoming flooring construction that will cause library closures. Courtney will do more work and have information for the next meeting, ideally when the library opens after the flooring is complete it will be with winter hours on Saturdays.
- b. Staffing:** Saturday hours are of direct benefit to the staff, all new staff are available to work Saturdays and this will help with training and efficiently completing tasks. The administrative time garnered on Mondays will decrease banked hours and improve work flow.

**2. Board membership:** As new members were present, Courtney reviewed the goals for the year and went over relevant documents.

- a. New member needed:** The board needs to find one new member as Nora put in her notice of resignation. Expectations include people who can attend meetings, volunteer at library events, help with library fundraising, help library with community connections. Board members discussed potential candidates, will inquire to their availability, and will email Courtney. The board needs to elect a new vice-chairperson, this was tabled until the next meeting.
- b. Meeting time:** The current standing meeting time was discussed, however this was tabled until the next meeting.

**3. Sparks request:** The Flin Flon Sparks sent a request regarding a discount for renting the Rotary Room weekly. Tim Babcock will take the request to the Kinsmen Group and then contact Dave Kendall of the Rotary Club to see about raising the rental fees through these community organizations.

**3. PLSB visit:** The Public Library Services Branch is coming for their annual visit on Friday, September 13 from 10:00-11:30 AM. They have requested board presence, anyone available was invited to attend.

**4. Policy:** The board discussed policies and which need to be strengthened, including: donation collection and staff concerns including lateness, absences, vacation time, and drug use. This has been tabled until the next meeting in order for research to be done and policy examples to be brought forward.

---

**5. FINANCIAL REPORT:**

Administrator presented financial statements to September 10, 2019.

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



N Fontaine/T Ballantyne



**CARRIED**

## 6. ADMINISTRATOR'S REPORT:

1. Courtney Campbell attended executive and general Chamber of Commerce meetings when possible.
2. Courtney Campbell attended Main Street Revitalization meetings when possible.
3. Kelsey Horrocks from Kendall & Pandya came to conduct the annual audit on May 17, 2019.
4. The last spring Tales for Tots story hour was held May 17, 2019 with 362 children & caregivers attending the spring sessions, story time will resume in the fall.
5. The library was closed May 20, 2019 for Victoria Day.
6. Courtney Campbell had an interview with Ramrajh Sharvendiran from CBC on May 22, 2019 to review the change in hours and promote the library's events.
7. Donna Webber's last day of work was May 22, 2019. Ashley Krassilowsky took over the janitorial contract on May 23, 2019.
8. First Stop Computer Services came to do computer maintenance on May 27, 2019.
9. Karen Sawatzky, Director of Legal Resources from the Manitoba Law Library came to the library on June 7, 2019 to give the staff a presentation of community law resources to aid in helping the community.
10. First Stop Computer Services came to do computer maintenance on June 10, 2019.
11. Mackenzie Deschamps was hired as the Program Director for the TD Summer Reading Club program on June 13, 2019.
12. The library participated in the Main Street Revitalization Committee's Main Street ARtery opening on June 19, 2019. Staff prepared chalk stencils, big games, music, and freezies for 114 people.
13. Tia Bignell was hired as the Assistant Director of the TD Summer Reading Club program on June 19, 2019.
14. Courtney Campbell had an interview with Ramrajh Sharvendiran from CBC on June 20, 2019 to promote the library's summer events.
15. The library's annual Discard Book Sale started on June 24<sup>th</sup>, 2019 and ran until August 31, 2019 raising \$1,083.70 in total.
16. Main Street Days was June 28, 2019. The library celebrated it's 90<sup>th</sup> anniversary with cake with 200 people attending. The TD Summer Reading Camp program kick-off had 201 people attending.
17. The library was closed July 1, 2019 for Canada Day.
18. The TD Summer Reading Camp program was promoted at all elementary schools (684 children) and ran from June 28-August 22, 2019 including 16 camp days, a kick-off, a week-long camp, and a wrap-up party. The camp raised \$1,513.80 in donations and registrations and had 523 participants. There was a lot of community involvement and partnership, and the program was successful.
19. Courtney Campbell had an interview with CFAR on July 31, 2019 to promote the library's summer events.
20. Dusty Suchoplas quit without notice on August 1, 2019.
21. The library was closed August 5, 2019 for Terry Fox Day.
22. Rachel Hyska, former student clerk and casual staff, began work as ILL Clerk on August 6, 2019.
23. The Summer 50 50 Raffle draw was August 9, 2019 with Ryan Daneliyk winning \$882.50 and the library taking the same amount (\$1,765.00 sold in total).
24. The library ran the kid's tent at the Blueberry Jam Music Festival on August 10, 2019 with 170 people attending to play big games, get face paint, listen to music, and use the tent area.
25. Haven VanKoughnett gave his notice and completed work on August 14, 2019.
26. Holly Anderson was hired as the Evening Supervisor/Library Clerk on August 21, 2019
27. Mackenzie Deschamps and Tia Bignell completed their work as summer students on August 22, 2019.
28. The library was closed September 2, 2019 for Labour Day.
29. All staff hours/absences/sick days from May 16-September 10, 2019 are available at the library if there are any questions.

**MOTION:** To adjourn



T Babcock/V Dixon



**CARRIED:** meeting  
adjourned at 5:48

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

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