



**MINUTES OF THE  
FLIN FLON LIBRARY BOARD OF DIRECTORS  
APRIL 9, 2021 MEETING**

A regular meeting of the Flin Flon Library Board was held April 9, 2021 at 12:00 p.m. in the Library's Kinsmen Room.

### 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. Val Dixon
5. Kathryn Drapak
6. Judy Pettersen

Board Members absent:

1. Tim Babcock
2. Tammy Ballantyne (Alternate)

Staff present:

1. Elizabeth Andres, Library Administrator

### PROCEEDINGS

1. Chair Hanson called the meeting to order at 12:11 p.m.
2. Acceptance of the agenda  
*MOTION: To accept the agenda as presented (Dixon); seconded (Pettersen); passed unanimously*
3. Acceptance of the previous meeting minutes  
*MOTION: To accept the January 8, 2021 meeting minutes as presented (Spencer); seconded (Dixon); passed unanimously*

### CORRESPONDENCE

For informational purposes only, one piece of correspondence was provided to the Board:

1. March 16, 2020 letter from Northern Village of Denare Beach.

## OLD BUSINESS

1. Andres shared the updated City of Flin Flon's new By-Law regarding the operation of the Flin Flon Library Board. All the updates as recommended by the Library Board were accepted by the City. The updated By-Law has been posted on the Library's website.

## NEW BUSINESS

1. Andres asked all Board Members to consider having the Library follow the lead of many other North American libraries and cease charging fines for overdue library material (with the exception of ILL loans). The link to Fines Free Libraries (<https://librarianship.ca/features/fine-free-libraries-in-canada/>) was provided so Board Members can read current research on how removing fines reduces barriers. As the Library is currently waiving all fines due to the quarantine period, Andres will bring this issue to a future board meeting for a motion.

**ACTION:** Andres to bring the matter of waiving fines to a future board meeting.

## REPORTS

1. Andres presented the Financial Report (along with information on bank balances including GICs) as of April 5, 2021 along with a written commentary. There are no issues other than the COVID-19 Pandemic continuing to impact business revenue.
2. Andres presented the Library Administrator's Report:

### RAFFLES AND FUNDRAISING

- Quilt Raffle is finished
- We will soon be starting a small 50/50
- Canada Day \$20,000 Raffle is going well
- We would like to start another \$20,000 guaranteed cash draw with a draw date of December 25<sup>th</sup>

### "CANOEING THE PRE CAMBRIAN: WILDERNESS, ADVENTURE AND LEGEND"

With Greenstone's permission, the Library has reached out to Tourism Manitoba to see about the possibility of getting a re-print of the 1998 Greenstone publication "Canoeing The Pre Cambrian: Wilderness, Adventure and Legend."

### CHAIR LIFT

Two quotes have been received (one for \$75,000 and second for \$25,000). We will be moving forward with trying to obtaining grant funds for this capital expenditure (likely for 2022).

### WATER DAMAGE IN BASEMENT

- The north wall in the Rotary Room has been leaking/flooding for a number of years and the City of Flin Flon has been working to get it fixed. In the meantime, the meeting room is unusable.

- In March the hot water heater in the basement blew and caused water damage in the emergency exit hallway from the Rotary Room. The building was without hot water for about a week. The City of Flin Flon contracted AJs and they installed a new water heater.

### **MEETING ROOMS**

While the Rotary Room is unavailable due to water damage, we have been successfully renting out the Kinsmen Room.

### **READ TO ME PROGRAM/STORYTIME/1,000 BOOKS BEFORE KINDERGARTEN**

The Library would like to hand off their Storytime program to the Read to Me workers so the Library can focus on 1,000 Books before Kindergarten.

**ACTION:** Andres to email Board Members a link to the 1,000 Books Before Kindergarten website and bring the matter to a future Board meeting.

### **VOLUNTEER**

Starting April 13<sup>th</sup> a high-school 11 student will be coming to the Library for a few hours each week as a volunteer.

### **CARETAKER**

Our regular caretaker is off on maternity leave and we have a new caretaker for the duration of the maternity leave.

### **MURAL**

The Pineroot Mural Festival is looking for an artist or artists to create a mural on the south side of the Library building. Andres, Spencer and Drapak are on the Mural adjudication committee as representatives of the Library Board. The City of Flin Flon asked to be kept in the loop.

### **ROBERT MUNSCHE POEM**

Written permission from Robert Munsch to have his poem "Terry Lynn" reproduced on the front of our counter has been obtained. It will cost \$40 to have it done in vinyl.

### **ARCHIVES/LIBRARY CLERK/SUMMER STUDENT POSITIONS**

We are waiting to hear back from Young Canada Works for the 16-week Library/Archive Clerk summer student position and on the Canada Summer Student Jobs for the two positions (Library Clerk and the Archive Clerk) April 26, 2021 to February 26, 2022.

### **STAFFING CHANGE OF TITLE AND DUTIES**

As per the December 2020 Board Meeting, the Library Clerk has had her hours and salary increased as of April 5<sup>th</sup>. To better show the increased responsibilities and duties, the position has been given a new title (from Library Clerk/Evening Supervisor to Library Clerk/Website and Social Media Administrator).

### **NUMBER OF BOOKS IN LIBRARY**

- According to PLS' Guidelines and Standards document, for the size of the communities we serve (population 7,971 – 2016 census) our library should have approximately 23,913 books in the library (66.66% adult and 33.33% children).
- We currently have 22,579 with 62.18% adult and 36.63% children

### **STAFF SHORTAGES DURING MARCH**

With the increased efficiencies we have put in place (new computers, new Library catalogue software, bringing the workers out from the back office to the front, etc.) we are finding when staff are absent it is not presenting any type of hardship.

### **CROSS-TRAINING OF STAFF**

- The Assistant Administrator is being cross-trained on the Library Administrator's position.
- Workers have been creating individual "how-to" manuals for their positions and the one for Library Administrator's position is almost complete with regards to the day-to-day operations (including using SAGE).

### **INSIGNIA, LEXCOM, AND NEW COMPUTERS**

- While moving to the new Library catalogue software and new computers was a huge monetary investment, it is proving to be the correct decision.
- Insignia, along with the new multi-directional scanners and receipt printers, is likely the largest time saver as it works as it is supposed to, saves and provides useable reports.
- Staff continue to comment that they are very happy with the new software and the support that is provided by Insignia.
- The same can be said for Lexcom working as our new IT support company. Again, while it is a costly expense, it has saved us numerous staffing hours in wasted time and effort.

### **SECURTEK**

First Stop Computers is currently pricing out new VoIP equipment for our security system. Any costs will be charged against the COVID grant funding.

### **JIM'S CUSTOM WINDOWS AND DOORS**

- Jim's Custom Windows and Doors provided a donation of all the plexiglass for the front counter and patron computers.
- Ten engraved plaques acknowledging the donation have been installed on the plexiglass.
- A charitable receipt, along with a thank you letter has been sent out as well as mentioning the generosity on social media.

### **COVID FUNDING**

- An apartment-sized refrigerator and water cooler have been purchased for the back office
- If there are funds remaining from the COVID funding, a full-sized desk for the Library Administrator's office will be ordered.

## **REPORT GIVEN TO FUNDERS**

- On February 10th via a Zoom meeting, the Library Administrator participated and presented the Library's 2021 budget at the Town of Creighton's Annual Library Meeting.
- The City of Flin Flon advised that, unless an increase in funding was being asked for, a presentation to City Council was not required.

## **AUDIT AND ANNUAL REPORT**

- Almost all information has been gathered for the 2020 audit.
- Our audited financial reports and a copy of our 2020 annual report must be in to PLS by October 31<sup>st</sup> for us to receive our Government of Manitoba funding.
- We have started working on the 2020 Annual Report and will be using the same template (but different colours) as we did for 2019.

## **E-MAGAZINES**

We are waiting for the survey to be finished (April 23<sup>rd</sup>) before a decision is made on whether we should subscribe to E-Magazines.

## **BANNED PATRON**

It is the recommendation of the Library Administrator the banned patron continue to be banned from being physically in the building as he is at risk to re-offend. While being banned from physically being in the building, the patron would still be able to access library material through a support worker, family, or friends, and through Libby (e-books and audiobooks).

## **KIMBERLEY FOUNDATION PANDEMIC FLASH FUNDING**

The door-to-door delivery service is a huge success. Since the program started in November 2020, the Assistant Administrator has driven over 500 kms delivering library material to 119 residents of Flin Flon, Creighton, Denare Beach, Cranberry Portage and places in-between.

## **SQUARE**

Using COVID funding, \$659 worth of equipment (Square terminal and an iPad) was purchased so the Library will be moving from paper-based tracking of charges to an online system.

## **UPDATE OF SICK AND BANKED DAYS**

Staff sick time and banked days are under control.

## **COVID-19 TIMELINES**

- Monday, March 16, 2020 closed doors to patrons and started waiving fines
- Monday, May 4, 2020 opened for front-door pickup
- Monday, June 22, 2020 opened for limited patrons in building
- Monday, June 29, 2020 started charging fines
- Thursday, November 12, 2020 re-closed doors to patrons, re-started front-door pickup, stopped charging fines
- Tuesday, February 16, 2021 re-opened for limited patrons in building (25% capacity –maximum 12 including staff)

STATS

	2020	2021	2020	2021	2020	2021
CIRCULATION STATS BY MONTH	JAN	JAN	FEB	FEB	MAR	MAR
Adult Fiction	260	276	242	387	172	354
Adult Non Fiction	158	38	116	103	48	104
Beginner French	0	0	0	0	92	2
Beginner Reader	237	166	309	267	1	261
Compact Disc Adult	16	0	17	0	6	0
Compact Disc Children	4	0	8	0	0	0
DVD Kids	24	4	59	3	131	10
DVD Video	269	56	362	54	11	55
Equipment	0	0	0	0	0	0
Graphic Novel	0	0	0	22	0	30
Junior Fiction	73	22	86	61	35	114
Junior Non Fiction French	0	0	0	0	0	0
Junior Non Fiction	9	3	0	7	0	1
Large Print	38	44	55	51	0	49
Magazine	9	0	22	0	5	0
Music DVD	18	0	4	0	0	0
New Adult Fiction	127	54	81	81	25	76
Pocketbooks	30	16	46	12	0	7
Pop-Up Book	0	0	0	0	2	0
Young Adult Fiction	9	0	26	0	23	0
<b>TOTALS</b>	<b>1281</b>	<b>679</b>	<b>1433</b>	<b>1048</b>	<b>551</b>	<b>1063</b>

LIBBY STATS BY MONTH	2020	2021
January	438	374
February	398	567
March	395	653

DOOR COUNTER BY MONTH	2020	2021
January	3005	57
February	2578	161
March	1116	332

NEXT BOARD MEETING DATE/TIME

- Strategic Planning Meeting (dependent on considerations of COVID-19 Pandemic)
- June 2021 for General Board Meeting (TBD at a later date)
- September 2021 for General Board Meeting (TBD at a later date)
- November 2021 for General Board Meeting (TBD at a later date)

- December 2021 for General Board Meeting to discuss 2022 budget (TBD at a later date)

## **ADJOURNMENT**

The meeting adjourned at 1:32 pm.

**NOTE:** After adjournment, the Board Members had a tour of the Library building to see the issues with the Rotary Room, understand the plan regarding the installation of a chair lift, and inspect the main floor renovations.

*Minutes submitted by Elizabeth Andres, Library Administrator*