



FLIN FLON LIBRARY BOARD OF DIRECTORS SEPTEMBER 17, 2021 ZOOM MEETING

A regular meeting of the Flin Flon Library Board was held September 17, 2021 at 12:00 p.m. by 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. Kathryn Drapak
6. Judy Pettersen

Board Members absent:

1. Val Dixon
2. Tammy Ballantyne (Alternate)

Staff present:

1. Elizabeth Andres, Library Administrator

PROCEEDINGS

1. Chair Hanson called the meeting to order at 12:05 p.m.
2. Acceptance of the agenda
MOTION: To accept the agenda as presented (Drapak); seconded (Hyska); passed unanimously
3. Acceptance of the previous meeting minutes
MOTION: To accept the June 10, 2021 meeting minutes as presented (Drapak); seconded (Hyska); passed unanimously

CORRESPONDENCE

For informational purposes only, the following correspondence was provided to the Board:

1. July 31, 2021 Email from Honda Canada regarding decline of \$30,000 grant proposal
2. August 5, 2021 Letter to CIBC advising repayment of \$30,000 CEBA loan from maturing GIC.

3. August 11, 2021 Letter from CIBC advising \$30,000 CEBA loan will be repaid and \$10,000 CEBA loan will need to be repaid by December 2022.
4. August 19, 2021 Letter from Penny Beck inviting Board members and staff to Celebration of Life for Bunny Burke.
5. September 2, 2021 Letter from The Thomas Sill Foundation advising approval of \$10,000 grant towards basement emergency egress.
6. September 13, 2021 Letter from FFPL to Re Uz It asking for a portion of the \$3,000 in funding being awarded to local non-profit organizations.

OLD BUSINESS

1. Contract Bookkeeper: This information is provided to ensure the email motion and vote taken September 7, 2021 is part of the Library's official record.
MOTION: The Library Administrator will hire a contract bookkeeper to take over the Library's bookkeeping to start as soon as possible. (Babcock); seconded (Ballantyne); passed unanimously.
2. Inter-Library Loans/Catalogue Clerk Position: This information is provided to ensure the email motion and vote taken September 7, 2021 is part of the official record. Discussion on the position ensued and the Motion was changed to include the wording, "AT THIS TIME".
MOTION: As per the December 2020 Financial Board Meeting, the Flin Flon Library Board agrees the Inter-Library Loans Clerk position will not be replaced AT THIS TIME. (Drapak); seconded (Babcock); passed unanimously.
3. 2020 Financials: This information is provided to ensure the email motion and vote taken July 5, 2021 is part of the official record.
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, 2020. (Pettersen); seconded (Drapak); passed unanimously.

NEW BUSINESS

1. \$31 Million Healthy Initiatives Grant: Andres advised that a grant request for \$250,000 was submitted asking for funds to make the Flin Flon Public Library building accessible. Funding was requested for a new front entrance to-code wheelchair ramp, a rear exit wheelchair ramp, making the three main floor washrooms into two – one being wheelchair accessible, and the two basement washrooms made renovated so one is wheelchair accessible. The results of the grant request are expected at the end of September 2021.
2. National Day for Truth and Reconciliation: Andres advised this new Federal Stat holiday on September 30th is not recognized by the Government of Manitoba. The Board can re-examine this issue in 2022 if the Government of Manitoba mandates it as a new stat holiday.
3. New Vacation and Leave Policy: The Board discussed and advised they would like the Administrator to look into what other libraries and local businesses are doing with regards to paid vacation time. This policy is tabled to the next scheduled meeting.

4. Boge & Boge Invoice: Andres explained this unexpected invoice for \$6,994.70 will partially be paid for from funds from the Thomas Sill Foundation (\$4,400.00) and any other fundraising that is slated for making the building accessible (e.g., \$31 Million Healthy Initiatives Project).

REPORTS

1. Andres advised with the new bookkeeper started on September 19th, she will be able to provide an updated Financial Report before her last day of September 24th.

2. Andres presented the Library Administrator's Report:

CANADA SUMMER STUDENT JOBS

- Advertising is going on for the two positions (350 hours each) for the Library Clerk and the Archive Clerk.
- Both positions are aimed at youth aged 15 to 30.
- Deadline to receive applications is September 24th with a start date of both positions of October 11th.

RAFFLES AND FUNDRAISING

- The June 18th 50/50 raffle raised \$1,420.00 of which \$710.00 goes towards the purchase of books. The winner of the raffle was Nora Fontaine - \$710.00.
- The Cash draw held on August 31st raised \$14,640.00 of which \$4,640.00 goes towards the purchase of books. The winners were:
 - o First Prize: Ernie Poirier - \$5,000.00
 - o Second Prize: Callum Spencer - \$3,000.00
 - o Third Prize: Jihan Idiris - \$2,000.00

SCOTT GILMORE MAPS - FUNDRAISER

- We have been out of Scott Gilmore paper maps for over a year. We finally received an order of 50 paper ones. The cost (including shipping) is \$13.81/map (not including taxes) and we sell them for \$35.00/map un laminated and \$40.00/map laminated which is a great fundraiser as it gives us a profit of around \$20.00/map.
- For a trial we ordered 25 silk Scott Gilmore Lake Athapap maps and they are all sold (\$45.00/map). These were so popular that we have ordered an additional 50 and are waiting for them to show up.

GAMING NIGHT PROPOSAL

- Prior to the Pandemic, Laurence Gillespie from the Flin Flon Northern Neighbourhood Revitalization Corporation reached out to me regarding the possibility of creating an online and/or in-person "games" night run by the Library. I met with Laurence a few weeks ago and presented him with a list of costs involved with running/hosting role-playing games. He suggested the Library apply for the entire \$5,000 grant and include a request for a 3D printer. I am going to leave this to my replacement as this is something they may not want to undertake.

ART IN THE LIBRARY

- We currently have some beautiful paintings on display in the library by local artist Eila Dunalfe. Visitors to the library have commented on these paintings so they seem to be making a difference to the appearance of our building.
- If sold while on display at the Library, this will provide a revenue stream of 10% for each painting.

- An artist who does sculptures inquired if he could bring some of his artwork in for display and when/if he does, the art will be displayed on the top caps of the shelves.

WATER DAMAGE IN BASEMENT

- On Wednesday, September 15th, Kozar Construction started installing the insulation and drywall in the basement meeting room. They hope to be done by next week.
- They will not be doing any painting so that will be up to the Library to complete. The Library's janitor owes a few hours so has said she will do the painting when the dry-walling is finished.

With the work the City of Flin Flon did between the Library building and Kick It Sports, there should never be an issue again with water in the basement.

A grant will need to be found to replace the flooring in the basement as the water damage to the flooring is extensive.

BUILDING

- Kozar Construction had a look at the sealing on the south side of the Library building (where the building meets the sidewalk) and advised it is time for this area to be resealed as otherwise we will soon be getting water in the basement on the archive room side.
- With the rummage sale in August, the archive room is back to being very orderly. There are now three sections – a space for the Flin Flon Heritage Committee, a space for the Library's archival information, and a space for the Read to Me Program's materials, supplies, and toys.

READ TO ME PROGRAM

- The Read to Me Program will be starting shortly. The workers have been down in the Kinsmen Room and organized everything. As mentioned above, they also have access to a portion of the archive room where they will be storing their arts and crafts supplies and toys that they will be cycling in and out.

SECURTEK

- We had to contract an electrician to run an Ethernet cable from our server to the SaskTel monitoring system in the basement. This took a very long time but was finally completed three weeks ago. First Stop Computers came in on Monday, September 13th and installed the new VoIP monitoring station.
- Lexcom has been in the building at 8:30 each morning this week to work on ensuring the system is up and running. There have been a few more issues found with Ethernet cables so the electrician is coming back to run two more cables. This is a cost the Library is responsible for.

FINANCIAL

- The new contract bookkeeper, Jodi Trumbley, is starting on September 19th.
- She will be doing all the Library's bank reconciliations, paying bills, and ensuring our books are correct and accurate.
- In August the library brought in \$8,431.10 in revenue and to September 15th has brought in \$1,304.10.
- The rummage sale was a huge success (around \$1,800 in revenue) and I recommend doing one every year with donations from "Friends of the Library".
- Almost \$2,700.00 has been raised with donations from our discard book sale compared to 2020 of \$2,640.00 where we charged a price per book.

- \$117.10 has been collected in our donation box August 3rd. In 2019 (the last date we had for a full year of collecting fines), the average monthly revenue was \$163.15. Note, some of these "donations" may actually be from discard book sale.
- The Library still owes \$10,000 for the CEBA loan and this amount should be paid back when the Government of Manitoba's \$58,000 grant is deposited.
- I've met with Mona from CIBC on September 15th and she has given me the information required for the new hire to take over the banking including signature, credit card, etc.

TD SUMMER READING CAMP

- Our Summer Student Library Clerk did an awesome job on the virtual reading camp. In total 106 children participate on seven days and the feedback was very positive.

UPDATED 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)
- Monday, May 10, 2021 re-closed doors to patrons and re-started front-door pickups and deliveries
- Tuesday, August 3, 2021 re-opened for limited patrons in building (12 patrons in building not including staff) and masks for staff and patrons mandatory

COVID "TO-DO" LIST

- The list went from almost three pages long 18 months ago to only a few items. Remaining projects are:

- Continue re-labelling library material to ensure all barcodes are on outside
- Label DVDs by genre in Insignia
- Label Children's DVDs on shelves with genre label
- Where required, touch up paint throughout building
- Input Catalogue into OCLC
- Update all patron information to determine patron group ("homeroom")
- Create "how-to" manuals for each position
 - Assistant Administrator (Lisa G)
 - Library Clerk/Website and Social Media Administrator (Lisa S)

UPDATE OF SICK AND BANKED DAYS

- Sick and banked days are under control.

VACATION TIME

- Vacation time is under control.

STATS

	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021
CIRCULATION STATS BY MONTH	JAN	JAN	FEB	FEB	MAR	MAR	APR	APR	MAY	MAY	JUN	JUN	JUL	JUL	AUG	AUG
Adult Fiction	260	276	242	387	172	354	3	406	95	287	200	208	289	279	262	
Adult Non Fiction	158	38	116	103	48	104	7	71	17	59	30	41	53	38	38	
Beginner French	0	0	0	0	92	2	0	0	0	0	96	0	2	0	64	
Beginner Reader	237	166	309	267	1	261	0	146	65	106	0	141	0	62	0	
DVD Kids	24	4	59	3	131	10	1	0	0	2	6	0	9	5	3	
DVD Video	269	56	362	54	11	55	10	56	22	61	56	28	111	25	112	
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Graphic Novel	0	0	0	22	0	30	0	21	15	16	0	1	62	27	8	
Junior Fiction	73	22	86	61	35	114	0	31	8	46	77	21	0	53	65	
Junior Non Fiction French	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	
Junior Non Fiction	9	3	0	7	0	1	0	4	0	6	0	0	1	1	0	
Large Print	38	44	55	51	0	49	0	69	0	44	34	82	36	32	36	
Music DVD	18	54	4	0	0	0	1	0	0	44	0	0	0	0	0	1
New Adult Fiction	127	16	81	81	25	76	0	86	15	87	60	97	59	66	48	
Pocketbooks	30	16	46	12	0	7	0	22	0	9	8	14	10	14	34	
TOTALS	1243	695	1360		515		22		237		567		633		671	

LIBBY STATS BY MONTH	2020	2021
January	438	0
February	398	374
March	395	567
April	442	653
May	410	600
June	420	621
July	347	661
August	401	

DOOR COUNTER BY MONTH	2020	2021
January	3,005	57
February	2,578	161
March	1,116	332
April	0	334
May	132	195
June	214	179
July	695	212
August	639	861

NEXT MEETING(S)

- Strategic Planning Meeting (TBD)
- October 2021 for General Board Meeting (TBD)
- December 2021 for Approval of 2022 Budget (TBD)

ADJOURNMENT

The meeting adjourned at 12:45 pm.

Minutes submitted by Elizabeth Andres, Library Administrator