

# Federation of Ontario Public Libraries

**Meeting of the Board of Directors**

**Minutes Friday, June 10th 2016**

*10:00 am – 2:00 pm*

**North York Central Library – 5120 Yonge Street – Boardroom 4th Floor**

Attendees: Margie Singleton, Jennifer La Chapelle, Kathy Fisher, Claire Dionne, Margaret MacLean, Julia Merritt, Amanda Simard, Margaret MacLean, Sheri Mishibinijima, Sabrina Saunders, Paul Ainslie, Terri Pope, Dianne LeBreton, Anand Date, Sonya Doyle, Wayne Greco, Pam Ryan, Diane Kelly, Maureen Barry (1-1:40pm)

Regrets: Ian Ross, Vickery Bowles

Staff: Stephen Abram, Monica Mixemong (regrets)

Guest(s): None

# AGENDA

1. **Call to Order**

FOPL Board of Directors meeting called to order at 10:20 am

1. **Regrets**

As noted

1. **Declarations of Conflict of Interest** 
   1. Stephen Abram: consulting to PLs (Waterloo PL/Edmonton PL, St Marys PL, EGPL, and Caledon PL, investments in Library start-ups, teaching at iSchool (UofT) as well as a partnership and advisory council position.
   2. No further conflicts noted
2. **Approval of Agenda**

MOTION

Motion to Approve the FOPL Board of Director’s Agenda of Friday, June 10th 2016

Moved By:

*Pam Ryan, Toronto Public Library*

Seconded By:

*Kathy Fisher, Ottawa Public Library*

/All in Favour

1. **Approval of Minutes** *April 15th 2016*

MOTION

Approve the minutes of April 15, 2016

Moved By:

*Kathy Fisher, Ottawa Public Library*

Seconded By:

*Julia Merritt, Stratford Public Library*

/All in Favour

1. **FOPL CHAir Report**

MOTION

*That the verbal report of the FOPL 2016 chair be received.*

Moved By:

*Jennifer La Chapelle, Clearview Public Library*

Seconded by:

*Margaret MacLean, Thunder Bay Public Library*

1. **Executive Director Report**

MOTION**:**

*That the report of the FOPL Executive Director be received as circulated.*

Moved By:

*Anand Date, Whitchurch-Stouffville Public Library*

Seconded By:

*Paul Ainslie, Toronto Public Library*

/All in Favour

1. **Treasurer’s Report**

MOTION:

*It is recommended that the Federation of Ontario Public Libraries Board receive the Treasurer’s Report for the period ended March 18th, 2016*

Moved By:

*Pam Ryan, Toronto Public Library*

Seconded By:

*Dianne LeBreton, Toronto Public Library*

As current auditor Harris & Chong are no longer able to audit FOPL finances a new auditor was required.

MOTION:

*That the Board appoint firm Geoff Crewe Chartered Professional Accountant to conduct an audit for the fiscal year ending October 31, 2016*

Moved by:

*Pam Ryan, Toronto Public Library*

Seconded by:

*Wayne Greco, Sault Ste. Marie Public Library*

1. **STRATEGIC PLAN**

*Deferred to Sept. 30, 2016 Board Meeting*

1. **M. Mixemong Contract**

MOTION:

To move in camera

Moved By:

*Kathy Fisher, Ottawa Public Library*

Seconded By:

*Dianne Le Breton, Toronto Public Library*

/All in Favour

The Board supported the recommendation by the Exec Director to increase the salary of M. Mixemong

MOTION:

Board directs the Executive Director to negotiate salary increase with staff. Suggestions included that FOPL could take on her telephone/internet charges for occasionally working from home.

Moved By:

*Wayne Greco, Sault Ste. Marie Public Library*

Seconded by:

*Margaret MacLean, Thunder Bay Public Library*

/All in Favour

Motion: Board directs the Executive Director to create a compensation policy for FOPL staff and to bring it to the September board meeting.

MOTION

Moved By:

*Claire Dionne, Bibliothèque publique du Canton de Russell*

Seconded by:

*Dianne Le Breton, Toronto Public Library*

/All in Favour

1. **Lighthouse Consulting Contract**

A performance appraisal will be conducted to evaluate performance over the past year. In the interim it was agreed to extend the contract until that review is completed.

MOTION

Move to extend the Lighthouse Consulting Inc. contract until the review is complete.

Moved By:

*Wayne Greco, Sault Ste. Marie Public Library*

Seconded by:

*Jennifer La Chapelle, Clearview Public Library*

MOTION:

Move to open session

Moved By:

Sonya Doyle, South River – Machar Union Public Library

Seconded By:

*Dianne Le Breton, Toronto Public Library*

/All in Favour

MOTION:

To approve all actions taken In camera

Moved by:

*Sonya Doyle, South River – Machar Union Public Library*

Seconded by:

*Dianne Le Breton, Toronto Public Library*

1. **FOPL Statistics Project Update**

MOTION:

*That the FOPL Statistics Project update be received*

Moved By:

*Margaret MacLean, Thunder Bay Public Library*

Seconded By:

*Pam Ryan, Toronto Public Library*

/All in Favour

1. **PLSA Peer Jury**

The following people volunteered to be nominated:

*Small Library representative: Jennifer La Chapelle, Clearview Public Library*

*Francophone Library representative: Kathy Fisher, Ottawa Public Library*

*Large Library representative: to be coordinated by CELUPL*

*[Note: These were submitted to the Ministry and approved.]*

1. **Board Insurance and Liability**

The FOPL Board of Directors will not supply insurance to Board members. Executive Director was asked to post information regarding insurance requirements for members 70 years + on the FOPL website for information of members.

1. **CELUPL Referral**

MOTION:

Move to continue to work with CULC on this national issue.

*MOTION*

*Moved By:*

*Wayne Greco, Sault Ste. Marie Public Library*

*Seconded by:*

*Dianne Le Breton, Toronto Public Library*

/All in Favour

1. **Marketing Project and Tagline**

The ED shared that a tagline “A visit will get you thinking” had been developed for use in library marketing targeting 18-40 year olds .This action was funded by SOLS engaging Overlap Associates to coordinate and create.

The ED presented the next phase in a provincial-wide marketing initiative, a social media marketing campaign coordinated and funded by FOPL, engaging AnalytUX/Twinfish. This phase will include the establishment of an Open Media Desk to create, share and distribute a vast array of marketing tools. The project will begin with a three library pilot and will extended to others following successful completion of the pilot.

The ED informed the Board that the recommendation to engage AnalytUX/Twinfish was the result of an earlier RFP.

MOTION: Moved that the board approves the spending of up to $100,000 from the project fund to fund the first year of the marketing campaign.

Discussion: The Executive Director will ensure that a full contract is signed with appropriate safeguards, monthly reports, as well as quarterly reports to Board.

Moved By:

*Dianne Le Breton, Toronto Public Library*

Seconded By:

*Julia Merritt, Stratford Public Library*

/Passed

1. **2016 Meeting Schedule**

**NOTE: The BoD meeting for Nov. 25 was moved to Nov. 18 to avoid conflict with OLA Board meeting.**

* June 10
* Sept 30
* Nov. 18
* A teleconference in Jan. 2017 to approve the audit report
* The AGM on the first day of OLA Super Conference in Jan. 2017

**Other Business**

1. Adjournment at 2:30 pm

Moved By:

*Dianne Le Breton, Toronto Public Library*

Seconded By:

*Julia Merritt, Stratford Public Library*

/Passed