

ELLIOT LAKE PUBLIC LIBRARY BOARD

The mission of the Elliot Lake Public Library is to support the individual pursuit of knowledge by opening doors to a world of information, education and recreation, thereby enhancing the economic, social and cultural vitality of our community.

Minutes of a meeting of the Elliot Lake Public Library Board

July 5, 2016

Board Room, White Mountain

Present: Pam Cathrae, Luc Cyr, Rick Hamilton, Connie Nykyforak, Ken Pierce, Scot Reinhardt (by telephone,) Faye Steel, Adam Stewart

Regrets: None

Absent: Pat McGurk

Guests: None

The meeting was called to order at 4:01 p.m.

The chair, Ken Pierce, designated Adam Stewart as recording secretary to take the official minutes of the meeting in the absence of the secretary, Pat McGurk

Moved by: R. Hamilton

Resol. 56/2016

Seconded by: Faye Steel

Agenda

That the agenda be received and that the requested three items be added to the agenda: (1) the reimbursement of Connie Nykyforak for reasonable expenses arising from a recent trip on library board business; (2) discussion of the City of Elliot Lake's procurement policy; (3) discussion of the engagement of a Certified Engineering Technician
Carried.

There were no conflicts of interest declared.

Motion to reimburse Connie Nykyforak's reasonable expenses

Connie Nykyforak updated the board regarding her discussions with Linda Dervishaj, Bob Jacques, Francois Rivard and Bob Cyr regarding plans to redesign the new library facility in order to ensure a final cost to the library board for construction not to exceed \$500,000. Connie Nykyforak explained that Bob Jacques would now be the point person between McCowan and Associates and the library board regarding construction process.

Luc Cyr asked if the various aspects of the library construction project were put to tender. Connie Nykyforak indicated that they were not.

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Moved by: R. Hamilton

Seconded by: P. Cathrae

That the board approve the reimbursement of
Connie Nykyforak's reasonable expenses.
Carried.

Resol. 57/2016
Approval of motion

City of Elliot Lake Procurement Policy

Connie Nykyforak informed the board that she spoke with Michael Humble, the City of Elliot Lake's Director of Corporate Services, regarding the process that is required for the library board to disburse funds for the purpose of capital expansion. Michael Humble advised that the library board pass a motion requesting that the City of Elliot Lake release funds to the library board for disbursement.

Ken Pierce asked Adam Steward if this process adhered to best practices in public library governance. Adam Stewart indicated that the *Public Libraries Act* requires that all library funds be held in a bank account in the name of the library board and that – while it is lawful for a municipality to administer library finances at the request of a library board – it is not lawful under any circumstances for a municipality to have the right of approval over any library funds previously designated for use by a library board or any funds received by the library board from non-municipal sources.

Scot Reinhardt suggested that the library finance subcommittee work with the city administration to formalize the financial relationship between the library board and the City of Elliot Lake in order to ensure that library board financial practices adhere to the legal requirements set out in the *Public Libraries Act*, to which the rest of the board agreed.

Report from Connie Nykyforak regarding library construction

Connie Nykyforak repeated to the board discussions had with Linda Dervishaj, Bob Jacques, Francois Rivard and Bob Cyr. She added that the desired cost adjustments for the new library facility will be achieved by making reductions to the electrical, bulkheads, fireplace, flooring, W/C tiling and fixtures and doors.

Luc Cyr registered hesitation regarding not implementing LED lighting due to the rising cost of electricity. Connie Nykyforak and Scot Reinhardt asserted that any possible cost savings achieved by implementing LED lighting would be lost as a result of high upfront cost of LED fixtures.

Connie Nykyforak indicated that the library building subcommittee is still waiting on a revised budget from McCowan and Associates that reflect the requested changes.

Scot Reinhardt mentioned the need for a point-person between the building subcommittee, library board and the builders.

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Connie Nykyforak indicated that the library board still requires the services of Linda Dervishaj in order to produce the architectural drawings that reflect the requested changes being made to the new library facility.

Ken Pierce asked if these amended drawings would incur additional cost. Connie Nykyforak indicated that she was under the impression that they would not.

Connie Nykyforak indicated that she believes that the library board needs to contract a Certified Engineering Technician to act as the library board's point-person between the building subcommittee, library board and the builder in order to ensure that the new library facility is completed according to the agreed specifications.

Pam Cathrae asked whether or not the builder was supposed to be responsible for this. She also indicated that she did not understand why the library all of a sudden needed a Librarian or a Certified Engineering Technician.

Adam Stewart replied that the library has been without a Librarian for ten years, so the need to hire a Librarian is in no way sudden, and furthermore, that minimum provincial service standards recommend no less than two FTE Librarians on staff for a library serving a population the size of the City of Elliot Lake.

Luc Cyr and Scot Reinhardt supported Connie Nykyforak's idea to contract a Certified Engineering Technician in order to protect the library board's interests during the construction process.

Rick Hamilton asked whether or not a Professional Engineer would be more appropriate and whether or not a Certified Engineering Technician belonged to a regulated college.

Adam Stewart explained that Certified Engineering Technicians belong to the Ontario Association of Certified Engineering Technicians and Technologists, and that he believed that the services of such an individual would be adequate for the type of consultation services that the library board desired.

Moved by: L. Cyr

Seconded by: R. Hamilton

The board approve the contacting of a Certified Engineering Technician with an upset limit of \$5,000 or 100 hours
Carried.

Motion. 58/2016

Approval of Engineering Technician

Closed session

Moved by: L. Cyr

Seconded by: F. Steel

That the meeting goes into closed session
Carried.

Resol. 59/2016

In closed session

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Moved by: R. Hamilton
Seconded by: P. Cathrae
That the meeting comes out of closed session
Carried.

Resol. 60/2016
Out of closed session

Report from Adam Stewart regarding FF&E Budget:

Adam Stewart provided the library board with a draft FF&E budget outlining the anticipated costs of outfitting the new library facility with the required furniture, fixtures, and equipment necessary to meet the minimum provincial standards as well as estimated relocation costs. He also provided the library board, for their review, images specifications, unit pricing, and quantities for the proposed new shelving and furniture. He, furthermore, explained the significant lead time – in some cases as much as 19 weeks – that is commonly experienced when ordering library-quality steel shelving during the industry peak summer and fall months.

Moved by: L. Cyr
Seconded by: P. Cathrae
That the Librarian's report and circulation
stats for May be accepted.
Carried.

Motion. 61/2016
Authorize to purchase

Scot Reinhardt registered his preference to source the library's new furniture purchases from the local furniture retailer, Seidel's Furniture.

Adam Stewart explained that placing multiple, separate orders for the library's shelving and furniture could result in additional freight and installation expenses and also possibly make the logistics of installation more difficult to manage, possibly extending the required fixturing period, which could delay the library's opening.

Adam Stewart explained that it is lawful to give preference to local vendors when awarding contracts, however, the criterion needs to put in policy in order to insulate the library board from accusations of collusion and fraud.

Moved by: C. Nykyforak
Seconded by: P. Cathrae
That the board authorize Adam Stewart to request
a quotation from Seidel's Furniture for approximate
library furnishings
Carried.

Motion 62/2016
Authorization of quote

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Moved by: R. Hamilton

Seconded by: P. Cathrae

That the board authorize Connie Nykyforak's and Adam Stewart's reasonable expenses to meet with Carl Heywood of Nansen Group in Sudbury, Ontario on July 19, 2016 to discuss Nansen Group's proposal for providing the library with shelving and furniture
Carried.

Motion. 63/2016
Authorization of expenses

Moved by: C. Nykyforak

Seconded by: L. Cyr

That the meeting adjourns at 6:19 p.m.
Carried.

Motion 64/2016
Adjourn