

Fort Frances Public Library
Board Meeting Minutes
February 28th, 2024

The meeting of the Fort Frances Public Library Board took place in the Shaw Community Hub on Thursday, February 28th, 2024 at 4:15pm.

Board Members in attendance: Sheri De Gagné (Chair), Robin Dennis (Vice-Chair), Councillor Mike Behan, Councillor Mandi Olson, Ken Kellar, Tanis Fretter, Mayor Andrew Hallikas

Staff in attendance: Richard Bee – CEO FFPLTC.

Regrets: Hue Eldridge

Call to Order @ 4:15 by Sheri De Gagné

1. Town Budget Cut to Library's 2024 Operating Budget

- a. Council representatives provided background information regarding the budget cut Town administration is seeking to impose on the Library.
 - i. Town Council was presented with a projected deficit of over \$877,000 dollars during the February 20 Special Council meeting to review the 2024 Town operating budget. Due to the large tax hike that would be required to cover for this deficit if the amount was not cut further, and due to the amount of uncontrollable costs the Town is required to cover, Council directed administration to make an up to 5% budget cut to reduce the amount of the necessary tax hike. This cut also included the Town's Library funding.
 - ii. Discussion regarding the email notice Richard received from Interim CAO Travis Rob regarding the cut to the Library budget on the morning of February 23, 2024, which called for the Library's 2024 operating budget to be reduced to \$594,570 and to provide the Town Treasurer Dawn Galusha updated budget numbers before March 4.
- b. Richard gave a presentation to the Board regarding the work done to find savings in the Library's operating budget.
 - i. Provided information regarding the potential and likely impacts on Library operations if certain budget lines are cut and highlighted what budget lines cannot be cut due to being Town-controlled expenses budgeted to the Library.
 - ii. A budget savings of \$14,178.68 was found through the following measures:

1. Reducing total number of student shelver positions from three to two.
 2. Trimming multiple non-core operational expense lines the Library has direct control over.
 3. Cutting Library operating hours from 55 hours/week to 50 in order to find savings in utility costs and in Hourly Part Time wages.
- c. Discussion regarding the presented budget cut.
- i. Discussion regarding use of the Library's reserve fund.
 1. The reserve fund is comprised of donations given directly to the Library, often for specific purpose, so it is inappropriate to use reserve funds to cover any budget cut.
 - ii. Discussion regarding ways to find savings for the future.
 1. Richard will determine if there are any ways to find future savings in the operating budget by collaborating with the Town.
 - iii. Discussion regarding summer student grants.
 1. Richard will see if one grant application can be modified so that the other grant application can potentially be withdrawn to reduce the number of summer students hired this summer.
- d. Request from council representatives to provide them with percentage of controlled versus uncontrolled expenses for the Library's operating budget.
- e. The Board approved the presented revised 2024 operating budget of \$611,391.32.

MOTION#2024-20 Motion for revised budget of February 28, 2024 be provided to Town of Fort Frances Council.

Moved by Ken K.

Seconded by Robin D.

CARRIED

MOTION#2024-21 Motion to adjourn the Library Board meeting of February 28, 2024 @ 5:50 PM.

Moved by Mike B.

Seconded by Mandi O.

Carried

Sheri Df Gagne
21 March 2024

Richard C Bee