

**Fort Frances Public Library**  
**Board Meeting Minutes**  
**November 15<sup>th</sup>, 2023**

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The meeting of the Fort Frances Public Library Board took place in the Shaw Community Hub on Wednesday, November 15<sup>th</sup>, 2023 at 4:15pm.

**Board Members in attendance:** Sheri De Gagné (Chair), Robin Dennis (Vice-Chair), Councillor Mike Behan (online), Councillor Mandi Olson, Hue Eldridge

**Staff in attendance:** Richard Bee – CEO FFPLTC.

**Regrets:** Mayor Andrew Hallikas; Tanis Fretter

**Call to Order** late @ 4:55 (due to lack of quorum) by Sheri De Gagné

**1. Review of 2024 Capital Budget**

- a. Discussion regarding IT and furniture requirements for the Library in 2024.
  - i. The carpet project budgeted in the 2023 capital budget will not be rolled over for 2024, as Richard wants to create a project plan before undertaking a project to replace Library carpeting.
  - ii. Concern raised about replacing so many public computers at once, and discussion about the Library implementing a schedule for gradually replacing public computers in the future.
    - 1. Discussion regarding potential for reducing server costs by switching to cloud-based server instead of physical server.
  - iii. Richard shared plan to replace tables and chairs in the public computer area.

**MOTION#2023-56** Motion to approve capital estimates for the 2024 Library budget.  
Moved by Robin D.  
Seconded by Sheri D.  
CARRIED.

**2. Discussion of 2024 Operating Budget**

- a. Review of Library's operating budget lines was undertaken.
  - i. Discussion regarding 2023 and historic operating budgets.
- b. Richard shared information related to the Donations revenue line.
- c. Discussion regarding the janitorial services tender for 2024-2026.

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- d. Richard shared that Alyssa Derksen is assisting with preparing the 2024 labour budget for the Library.
  - i. Discussion regarding total hours of work to budget for with part time staff.
- e. Richard is in the process of reviewing expenses related to collection development and shared some information regarding expenses for magazines.

**MOTION#2023-57** Motion to adjourn the Library Board meeting of November 15, 2023

@ 6:37 PM.

Moved by Hue E.

Seconded by Mandi O.

CARRIED.

Sheri D Gagné  
2023 December 20

Richard C Bee  
December 20, 2023