

Fort Frances Public Library
Board Meeting Minutes
November 22nd, 2023

The meeting of the Fort Frances Public Library Board took place in the Shaw Community Hub on Wednesday, November 22nd, 2023 at 4:15pm.

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

Staff in attendance: Nathan Young – Recreation and Culture Manager, Richard Bee – CEO FFPLTC.

Regrets: Hue Eldridge, Ken Kellar

Call to Order @ 4:15 by Sheri De Gagné

Land Acknowledgements:

Read by: We acknowledge that we are meeting on the territory of Treaty 3, the traditional land of the Anishinaabe people. We also recognize the local Metis Nation that shares the spiritual history of this land.

1. Declaration of Conflict of Interest – none

2. Approval of the Agenda

- a. Request to add discussion about Town Council Resolution by Mike B. Item added to Section 7 before In-camera Session.

MOTION#2023- 58 Motion to accept the agenda of November 22, 2023 as amended.

Moved by Mike B.

Seconded by Robin D.

CARRIED.

3. Minutes of Previous Meeting

- a. October 25th, 2023

MOTION#2023-59 Motion to accept the minutes of October 25, 2023.

Moved by Mike B.

Seconded by Robin D.

CARRIED.

4. Business Arising from Minutes

- a. Potential Service Agreement with Couchiching First Nation
 - i. Richard has not had time to contact Couchiching First Nation to discuss this matter yet.
 - ii. Richard discovered more historical information regarding FFPLTC library service with Couchiching.
 - 1. Documents dating back to 1988-1991 show the Library entered into a service agreement with Couchiching in 1989. However, a letter from 1991 suggests the 1989 agreement did not remain in effect with no information available regarding cancellation/termination of the agreement.
- b. Janitorial Contract
 - i. Two tender packages for offering janitorial services were submitted prior to the closing time of 2 PM on Friday, November 10.
 - 1. Richard informed the Board that 5 packages were distributed to interested parties between October 16 to November 9.
 - 2. One package was received unsealed but was reviewed since it was the sole irregularity associated with the tender package.
 - ii. Discussion regarding the costs associated with each received tender package.

MOTION#2023-60 Motion to accept the janitorial contract of J-Scrub Professional Cleaning Service for January 1, 2024 to December 31, 2026.

Moved by Mike B.

Seconded by Robin D.

CARRIED.

- c. Unattended Child Policies in Ontario
 - i. Richard stated that a stand-alone unattended child policy would be very onerous for staff to enforce due to the location of the Library in town and with members of the public being accustomed to having their children come to the Library on their own.
 - ii. Primary concern from staff was potential liability concerns.
 - iii. Discussion regarding how to promote to parents & guardians the concern about leaving children unattended in the Library.
 - iv. Decision was made to have Richard create a formal standard operating procedure for staff, and to revise Operational Policy OP-01 Children and Youth Services to strengthen wording about unattended children in that policy.
- d. 2024 Budget Meeting

- i. A special budget meeting was held on November 15, 2023 to discuss the 2024 budget.
 - 1. At the meeting the 2024 Capital Budget was approved and was submitted to Town Council. Council approved the Library's Capital Budget on November 20.
- ii. Labour budget numbers were unavailable prior to this meeting, so the operational budget could not be discussed in full.
- iii. Request was made to hold another budget meeting in December to review the 2024 Operating Budget, with recommendation to hold the meeting earlier in December to ensure availability of attendees.
 - 1. Richard will send out tentative dates for the Board to consider for holding the meeting.
- e. Response to Fort Frances Horticultural Society Letter.
 - i. Richard has not drafted a response to this letter as of the meeting date.

5. Financial Report

- a. Discussion regarding errors associated with incorrect coding of invoices and cheques being corrected.

MOTION#2023-61 Motion to accept the financial report of October 24, 2023.

Moved by Mike B.

Seconded by Robin D.

CARRIED.

6. CEO Report

- a. Request was made to add a circulation report to the CEO Report for future meetings.

MOTION#2023-62 Motion to accept the CEO report of October 25, 2023.

Moved by Robin D.

Seconded by Mike B.

CARRIED.

7. Items for Action/Discussion

- a. 2024 Operating Budget
 - i. Richard is working to prepare budget lines for Library-specific budget lines (i.e. collection development, programming).
 - ii. Alyssa is still in the process of preparing labour budget information to provide Richard.
- b. Valuing Ontario Libraries Toolkit (VOLT)

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- a. FN-03 Statement of Values
 - i. Decision was made to postpone review of the policy until the 2024-2028 Strategic Plan has been finalized.

9. Strategic Plan Report

- a. Nothing to report.

10. Communication between Staff and Board

- a. Richard requested of the Board if it would be alright for Library staff to use the Library for a staff Christmas party.
 - i. The Board approved use of the space.
- b. Discussion was held regarding the Town of Fort Frances Christmas Banquet.

11. Information Items

- a. Correspondence – Town of Fort Frances
 - i. Letter of appointment for Ken Kellar becoming a FFPL Board member – November 20, 2023
- b. Friends of the Library Meeting Minutes – October 19, 2023

12. Adjournment and stating of next meeting date

MOTION#2023-65 Motion to adjourn the Library Board meeting of November 22, 2023 @ 5:52 PM.
Moved by Mike B.
Seconded by Robin D.
CARRIED.

The next meeting will be **December 20th, 2023 @4:15pm.**

Sheri Dp Gagné
2023 December 20

Richard C Bee
December 20, 2023