

Fort Frances Public Library
Board Meeting Minutes
October 25th, 2023

The meeting of the Fort Frances Public Library Board took place in the Shaw Community Hub on Wednesday, October 25th, 2023 at 4:15pm.

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

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

Regrets: Mayor Andrew Hallikas

Call to Order late @ 4:21 (due to technical difficulties) by Sheri De Gagné

Land Acknowledgements:

Read by Hue Eldridge: 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**

MOTION#2023- 48 Motion to accept the agenda of October 25, 2023.
Moved by Tanis F.
Seconded by Mike B.
CARRIED.

- 3. Minutes of Previous Meeting**
 - a. September 29th, 2023

MOTION#2023-49 Motion to accept the minutes of September 29, 2023.
Moved by Robin D.
Seconded by Sheri D.
CARRIED.

- 4. Business Arising from Minutes**

- a. Library Services Agreement – Township of Alberton
 - i. The service agreement between the Library and the Township of Alberton was signed by both parties. The new agreement comes into effect on January 1, 2024 and runs until the end of December 31, 2026.

- ii. Sheri and Richard will take part in a photo opportunity with the Township to announce and promote the agreement.
- b. Potential Service Agreement with Couchiching First Nation
 - i. Richard spoke with Seven Generations Education Institute (SEGI) regarding what library services are offered to the Couchiching community. While the general public can take out memberships with SEGI, the collection is meant to support the school's curriculum and programs.
 - ii. Discussion regarding potential partnership with SEGI for library service and programming.
- c. Janitorial Contract
 - i. The tender for janitorial services was opened on October 16 and will remain open until November 10.
- d. Unattended Child Policies in Ontario
 - i. Richard requested assistance from colleagues across the province regarding what unattended child policies exist at other public libraries. He received 5 responses.
 - ii. Discussion regarding concerns about unattended children at the Library and potential challenges staff may face implementing and enforcing such a policy in Fort Frances.
 - 1. Board directed Richard to provide preliminary information for potentially creating an unattended child policy for the Library.
- e. 2024-2028 Strategic Plan
 - i. Richard shared he spoke with Ontario Library Services (OLS) to gather preliminary information about assistance for developing the Library's 2024-2028 strategic plan.
 - ii. Discussion regarding the OLS support and timing for starting the strategic plan.
 - 1. Board decided to wait until after the 2024 Library budget has been passed before starting work on the 2024-2028 strategic plan.

5. Financial Report

- a. Discussion regarding concerns about variance for multiple budget lines.
 - i. The Library is still waiting on payment for YCW grant as there is a backlog of final reports being process by the payment body for the grant. The provincial grant was submitted earlier in the week.
 - 1. Invitations to apply for the grant were opened later by the province than in previous years by a full month.
- b. Board decided it should have a dedicated meeting to review the 2024 budget.
 - i. Richard will review potential dates for this meeting and will poll the Board for availability.

MOTION#2023-50 Motion to accept the financial report of October 24, 2023.

Moved by Hue E.

Seconded by Robin D.
CARRIED.

Nathan Young arrived for the meeting at 4:48 PM.

6. CEO Report

- a. Nathan shared that the Memorial Centre is directing people to the Library to borrow pickleball equipment.

MOTION#2023-51 Motion to accept the CEO report of October 25, 2023.

Moved by Tanis F.

Seconded by Hue E.

CARRIED.

7. Items for Action/Discussion

- a. In Camera Session

MOTION#2023-52 Motion to go in camera @ 5:10 PM due to personal matters about an identifiable individual.

Moved by Hue E.

Seconded by Robin D.

CARRIED.

MOTION#2023-53 Motion to accept the minutes of In-Camera Session of September 29 Board Meeting.

Moved by Robin D.

Seconded by Hue E.

CARRIED.

The Board moved out of camera @ 5:43 PM.

Councillor Mandi Olson left the meeting at 5:44 PM.

8. Policy Review

- a. OP-13 Registration
 - i. Discussion regarding amendments to the policy.
- b. OP-15 Sponsorship
 - i. Discussion regarding the renaming of the policy and amendments to the policy.
- c. OP-23 Handling of Returned Materials during a Public Health Emergency
 - i. Discussion regarding amendments to the policy.

MOTION#2023-54 Motion to approve policy # OP-13, OP-15, and OP-23 and move to 4 year review.

Moved by Mike B.

Seconded by Hue E.

CARRIED.

9. Strategic Plan Report

- a. Nothing to report.

10. Communication between Staff and Board

- a. Staff expressed a desire to strengthen wording regarding unattended children at the Library.

11. Information Items

- a. Correspondence – Fort Frances Horticultural Society
 - i. Letters for the CEO and the Board were received at the Library on October 23, expressing displeasure about the flowers planted by the Society around the Library not being watered by Library staff. Request was made to have Town staff water the flowers.
 - ii. Richard will draft a letter of response.
- b. Friends of the Library Meeting Minutes – September 21, 2023

12. Adjournment and stating of next meeting date

MOTION#2023-55 Motion to adjourn the Library Board meeting of October 25, 2023 @ 6:17 PM.

Moved by Hue E.

Seconded by Tanis F.

CARRIED.

The next meeting will be **November 22nd, 2023 @4:15pm.**