

# Fort Frances Public Library Technology Centre

## Board Meeting Minutes

May 24<sup>th</sup>, 2023

The meeting of the Fort Frances Public Library Board took place in the Shaw Community Hub on Wednesday, May 24<sup>th</sup>, 2023 at 4:00pm.

**Board Members in Attendance:** Sheri De Gagné, Robin Dennis, Janet Lambert, Tanis Fretter, Mandi Olson, Hue Eldridge, Mike Behan

**Staff in Attendance:** None.

**Regrets:** Tyler Young, Nadine Cousineau (Interim CEO)

**Call to Order at 4:00pm by Sheri D.**

**Land Acknowledgements:**

**Read by Mike B:** 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:** There were no conflicts of interest.
2. **Approval of the Agenda:**
  - a. Call for non-Agenda issues
    - i. Board discretionary gifts (added to 5. E)
  - b. **Motion#2023-28** Motion to accept the agenda with amendments.  
**Moved by: Robin D.**  
**Seconded by: Tanis F.**  
**CARRIED.**
3. **Business Arising from Minutes- None.**
4. **Consent Agenda**
  - a. Minutes from Previous Meeting
    - i. April 26, 2023
  - b. Financial Reports
    1. Mike: By May 15, we have already utilized 55% of our budget. We are still awaiting revenues however we are still overbudget.
    2. Tanis: Largest variance is salaries line item. Inquired this.

3. Sheri: Board Discretionary line item- Need to inquire about this.  
**Recommendation:** The Board is requesting Nadine to investigate both salaries and board discretionary line items in the budget and provide the Board with details at the next meeting.
  4. A filing cabinet for secure documents has been purchased and will be on site at the library.
- c. CEO Report – reviewed as presented.

**Motion#2023-29** Motion to accept the consent agenda.

**Moved by Hue E.**

**Seconded by Janet L.**

**CARRIED.**

## 5. Items for Action/Discussion

### a. **Cunningham Donation**

Received letter from Clare Brunetta’s office that full amount of remaining Cunningham estate is available to FFPLTC.

A press release to publicly acknowledge the donation will be issued.

**MOTION#2023-30** Motion to accept the balance of the Patricia Margaret Mary Cunningham Estate.

**Moved by: Mike B.**

**Seconded by: Robin D.**

**CARRIED.**

### b. **\*WENT FIRST BEFORE ANY OTHER BUSINESS\*** **Town of Fort Frances Surveillance Bylaws-**

**Jeremy Hughes, IT Manager**

- i. Overview and history of IT relationship: Currently, The Town of Fort Frances oversees the Library’s IT Services. Part of this responsibility has included separating public and private sectors within the library space. Additionally, to this, due to the library utilization of the Town of Fort Frances’ server, video surveillance, the Safe Streets project, will be added as well.
- ii. See Town of Fort Frances Privacy Policy and Video Surveillance Policy.
- iii. Recommends visiting the Town of Fort Frances website for detailed project information.
- iv. **Recommendation:** Add related information to the library website including a hyperlink to Safe Streets site on Town of Fort Frances website.

- v. Existing camera system and new purchases- the Town of Fort Frances manages the software and updates. Capital expenses (ex. Purchasing new cameras or updating cameras) would be the expense of the library.
- vi. OPP Agreement- Indemnification clause as it relates to the library- as the current system runs on the Town of Fort Frances server, the library would be protected as an 'employee' of the Town of Fort Frances for the agreement.  
**Recommendation:** Add the library's name to the OPP agreement as it relates to indemnification.
- vii. The system will be operated by the Town of Fort Frances with remote access (auditing, procedures, etc.) given to the Ontario Provincial Police.
- viii. Live Feed: Can be accessed by OPP, but the intent is not to do this unless there is a medical or critical emergency. IT and Library staff can be reviewed as a live feed if necessary. This new addition does not change the existing practices of the library.

**MOTION#2023-27:** Motion that the Fort Frances Public Library Board adopts the video surveillance policy for the Town of Fort Frances.

**Moved by: Mike B.**

**Seconded by: Robin D.**

**CARRIED.**

### **c. Staff Training**

The FFPLTC will open at 1:00pm on June 20<sup>th</sup> for staff to participate in a team building workshop. The Board is supportive.

### **d. Policy Review**

OP-13:

Note there is an error re: 2-3 as it should be 3-2.

In section 5, change the definition of a minor to age 16.

Change the heading language re: minors to youth.

Change language within section around minors to individuals.

Remove #6 as a heading (remove permission); leave this as a notation at the bottom of the policy.

**Motion#2023-31:** Motion to approve Policy #OP-13 as amended and move to a 4-year review.

**Moved by: Hue E.**  
**Seconded by: Tanis F.**  
**CARRIED.**

**e. Board Discretionary Gifts**

Approved use of discretionary funds for staff retirement gift.

**Motion#2023-32:** Motion to authorize retirement gift for \$100 from Board Discretionary Fund.

**Moved by: Janet L.**  
**Seconded by: Hue E.**  
**CARRIED.**

**6. Strategic Plan Report Card**

Board members received a summary document of the action plan. The plan will be reviewed in Fall 2023.

**7. Communication between board and staff**

Messages from staff reviewed.

**8. Information Items**

- i. Correspondence – none
- ii. Friends of the Library meeting minutes - April 20, 2023
- iii. Administrative Report - Video Surveillance Policy

**9. Adjournment and stating of next meeting date**

**MOTION#2023-33:** Motion to adjourn the Library Board meeting at 5:45pm.

**Moved by: Mike B.**  
**Seconded by Robin D.**  
**CARRIED.**

The next meeting will be **Wednesday, June 28, 2023 at 4:00pm.**