

Fort Frances Public Library
Board Meeting Minutes
April 18th, 2024

The meeting of the Fort Frances Public Library Board took place in the Shaw Community Hub on Thursday, April 18th, 2024 at 4:15pm.

Board Members in attendance: Sheri De Gagné (Chair), Robin Dennis (Vice-Chair), Hue Eldridge (left @ 6:07), Tanis Fretter, Ken Kellar

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

Regrets: Councillor Mike Behan, Councillor Mandi Olson

Call to Order @ 4:15 by Sheri De Gagné

Land Acknowledgements:

Read by Robin D.: 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.

Announcements: None

1. **Declaration of Conflict of Interest** – none
2. **Approval of the Agenda**

MOTION#2024-32 Motion to accept the agenda of April 18, 2024.
Moved by Tanis F.
Seconded by Robin D.
CARRIED.

3. **Minutes of Previous Meeting**
 - a. March 21, 2024

MOTION#2024-33 Motion to accept the minutes of March 21st, 2024.
Moved by Hue E.
Seconded by Ken K.
CARRIED.

4. Business Arising from Minutes

- a. Transfer of Funds to Town for 2023 Expenses
 - i. On March 22 a memo was provided to Town Treasurer Dawn Galusha authorizing her to transfer \$87,076 from the Library's reserve account to the Town to cover for the 2023 operational budget overage.
 - ii. Richard has not received exact numbers from Dawn yet for the 2021, 2022, and 2023 capital budget transfers.
- b. Town of Fort Frances EAP
 - i. Richard has not received any updates from Town HR Manager about if the Library is able to be included in the Town's EAP.
 - 1. Discussion regarding Library acquiring EAP service on its own.
- c. Youth Centre Funding Opportunities
 - i. Richard shared information received from Federation of Ontario Public Libraries (FOPL) Executive Director Dina Stevens regarding discussions FOPL had with provincial government representatives about youth hubs in public libraries.
 - 1. Discussions are in a very preliminary stage and are exploratory to expand the number of communities with youth hubs.
 - 2. Richard stated there are only two youth hubs in all northwestern Ontario: Kenora and Thunder Bay. He believes this would be an opportunity for Fort Frances to have a youth hub.
 - ii. Discussion regarding youth hub opportunities for the Library.
- d. Partnership/Service Usage with Surrounding First Nations Communities
 - i. Richard has compiled a list of local First Nations Communities to approach regarding extending public library services to.

5. Financial Report

- a. Request made by Board to have a variance percentage added to report.
- b. Richard will start showing a month-to-month comparison to the month ended, as sharing to date financial information is contingent on when Town staff enter Library financial information into the financial software used to track budget revenues and expenditures.

MOTION#2024-34 Motion to accept the financial report of March 31, 2024.

Moved by Tanis F.

Seconded by Hue E.

CARRIED.

6. CEO Report

- a. Discussion regarding issue on March 28 of needles stolen from sharps containers in public washrooms.

RB SD

- b. Discussion regarding incident of April 9.
- c. Discussion regarding potential creation of policy related to Library staff attending to jury duty.

MOTION#2024-35 Motion to accept the CEO report of April, 2024.

Moved by Robin D.

Seconded by Tanis F.

CARRIED.

7. Items for Action/Discussion

- a. Memorandum of Understanding between Town of Fort Frances and FFPL Board
 - i. At the March 25 Town Council meeting the decision was made to reopen the MOU between the Town and the Library Board.
 - ii. Richard was informed that the MOU is currently being drafted and will be shared among Town administration for review of individual parts. The draft MOU will then, presumably, be shared with the Board for review.
- b. Use of Town Vehicle by Library Staff
 - i. Richard and Nathan have had discussions regarding use of the Town vehicle shared between the Memorial Sports Centre (MSC) staff and Library staff.
 - 1. Increased need for using the vehicle by both sets of staff is creating challenges for providing access to all staff requiring use of the vehicle.
 - a. The current Town vehicle was initially meant to be available for the Library's IT Coordinator to use for going to the Civic Centre to perform IT work. This was expanded so that Library staff were then allowed to use the vehicle. However this expansion of use seems to have been based on conversations with past Town managers and was never officially documented.
 - b. Richard provided a list of reasons the vehicle is currently in use by Library staff.
 - 2. Current arrangement is that the Library will primarily use the vehicle earlier in the week and the MSC staff will primarily use it later in the week.
 - 3. Discussion regarding having a logbook to track staff usage of vehicle.
 - a. Concern raised that this would have potential HR implications since it is a way to track staff time.
 - ii. Discussion regarding capital acquisition by the Library of a vehicle.

RB SD

1. Suggestion to perform a cost benefit analysis before considering buying a vehicle.

c. In Camera Session

MOTION#2024-36 Motion to go in camera @ 5:14 PM due to personal matters about an identifiable individual.

Moved by Hue E.

Seconded by Robin D.

CARRIED.

The Board moved out of camera @ 5:27 PM.

MOTION#2024-37 Motion to accept the minutes of In-Camera Session of March 21, 2024 Board Meeting as amended.

Moved by Robin D.

Seconded by Ken K.

CARRIED.

8. **Policy Review**

a. GOV-07 Policy Development

- i. Decision made to approve the policy as is until the new MOU has been approved by both parties.

MOTION#2024-38 Motion to approve policy GOV-07 and will review upon updating of the MOU with the Town of Fort Frances.

Moved by Hue E.

Seconded by Ken K.

CARRIED.

b. OP-09 Local History

- i. Accepted as is.

MOTION#2024-39 Motion to approve policy OP-09 Local History and move to 4 year review.

Moved by Hue E.

Seconded by Tanis F.

CARRIED.

9. **Strategic Plan Report**

- a. Nothing to report.

RB SD

10. Communication between Staff and Board

- a. Richard shared that at the April 12 staff meeting there were two items discussed.
 - i. Use of Town vehicle.
 - ii. Request by staff to have volunteers assist staff with shelving/shelf reading.

11. Information Items

- a. February 15, 2024 Friends of the Library meeting minutes
- b. March 21, 2024 Friends of the Library meeting minutes
- c. Letter from Marla Thomson on behalf of the Senior's Centre requesting for a donation of items or baskets for a silent auction from June 17 to 27th.
 - i. Discussion regarding the donation request.
 - ii. Decision made to produce 3D printed items to provide the Senior's Centre for the auction.
- d. Document from Laurel Halverson addressing concern regarding recognition of financial donations to the Library.
 - i. Laurel has requested for several years to multiple Library CEOs that the Library provide greater recognition of financial donations beyond a thank you note.
 - ii. Discussion regarding the formation of a sub-committee to explore topic.
- e. Richard shared a verbal report from the April 18, 2024 Friends meeting:
 - i. A member of the Friends has received multiple phone calls from people concerned about the reduction in Library hours.
 - 1. Richard informed the member to have people contact him directly if they have those concerns. The names of the Town Council representatives to the Board were also provided for people to contact about these concerns.
 - ii. A request by the Friends to have a member of the Board attend a Friends' meeting.

12. Adjournment and stating of next meeting date

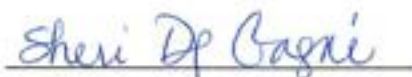
MOTION#2024-40 Motion to adjourn the Library Board meeting of April 18, 2024 @ 6:14 PM.

Moved by Robin D.


Seconded by Ken K.

CARRIED.

The next meeting will be **May 23rd, 2024 @ 4:15pm.**



Sheri De Gagné, Board Chair



Richard Bee, CEO & Board Secretary/Treasurer