

**Fort Frances Public Library**  
**Board Meeting Minutes**  
**December 12<sup>th</sup>, 2024**

The special meeting of the Fort Frances Public Library Board took place in the Shaw Room at the Fort Frances Public Library Technology Centre on Thursday, December 12<sup>th</sup>, 2024 at 4:15pm.

**Board Members in attendance:** Sheri De Gagné (Chair), Robin Dennis (Vice-Chair), Councillor Mike Behan, Tanis Fretter, Ken Kellar, Hue Eldridge

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

**Regrets:** Mayor Andrew Hallikas, Recreation & Culture Manager Nathan Young

**Call to Order @ 4:23** by Sheri De Gagné

1. Discussion regarding correspondence between Richard Bee and Town of Fort Frances CAO Marcel Michaels.
2. **Setting of 2025 Operating Budget**
  - a. Richard provided a draft 2025 operating budget for the Board to review, with some information still required from the Town to complete the budget.
    - i. The budget presents a 'status quo' budget to reflect the minimum amount required to maintain current levels of staffing and operations.
  - b. Discussion regarding Operational Revenue budget lines.
    - i. Discussion regarding current room rental rate and promotion of the service.
      1. The Board will increase the room rental rate in 2025 to increase revenue.
      2. Recommendation made to update webpage of Library regarding the Shaw Room to help promote the space.
  - c. Discussion regarding Operational Revenue HST Excluded budget lines.
    - i. Richard asked the Board if they would like to budget for a summer student position, and the Board decided to include the projected amount in the budget.
    - ii. Discussion regarding provincial funding and federal grants.
      1. Richard stated that 2025 will be the 20<sup>th</sup> anniversary of the province freezing the operating grant issued to public library systems in Ontario.
    - iii. Discussion regarding potential for fundraising opportunities.
  - d. Discussion regarding Salaries, Wages, Benefits budget lines.
    - i. Discussion regarding calculation of estimated budget for Hourly Part Time budget line.

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- e. Discussion regarding Municipal Buildings & Yards budget lines.
  - i. Much of the information Richard is waiting for is for these budget lines, and Richard will enter the information into the draft budget once it becomes available.
- f. Discussion regarding Rents & Services budget lines.
  - i. Richard will request that a new budget line for legal fees be created for this section of the budget.
- 3. A final budget meeting will be held on Thursday, January 9 for the Board to review the 2025 operating budget to be presented to Council.

**MOTION#2024-86** Motion to adjourn the Library Board meeting of December 12, 2024

@ 6:31 PM.

Moved by Ken K.

Seconded by Tanis F.

CARRIED.

*Sheri De Gagné*  
SHERI DE GAGNÉ, Chair