

Fort Frances Public Library
Board Meeting Minutes
December 19th, 2024

The 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 19, 2024 at 4:15pm.

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

Staff in attendance: Richard Bee – CEO FFPLTC, Nathan Young – Town of Fort Frances Recreation and Cultural Services Manager

Regrets: Hue Eldridge

Call to Order @ 4:15 by Robin Dennis

Land Acknowledgements:

Land acknowledgement was not read out of respect to a complaint made regarding the wording of the acknowledgement.

Announcements: At Sheri's request Robin Dennis served as Chair for this meeting.

1. Declaration of Conflict of Interest – none

2. Approval of the Agenda

MOTION#2024-87 Motion to accept the agenda of December 19th, 2024.

Moved by Sheri D.

Seconded by Tanis F.

CARRIED.

3. Minutes of Previous Meeting

a. November 21, 2024

b. December 12, 2024

Request was made to refer to the budget meeting of December 12 as a "special" meeting in the minutes. Richard will ensure future budget meetings are referred to as "special" meetings in the minutes.

MOTION#2024-88 Motion to accept the minutes of November 21st, 2024 and to accept the minutes of December 12th, 2024 as amended.

Moved by Ken K.

Seconded by Tanis F.

CARRIED.

4. Business Arising from Minutes

a. GIC Investment

- i.** Richard Bee informed the Board that he contacted Town of Fort Frances Treasurer Dawn Galusha to have the GIC that matures on December 23 be renewed along with the interest amount accrued from the initial investment.

- 1. The current rate of the GIC at the time of maturity on December 23, 2024 is currently unknown as it is subject to change.

b. 2025 Budget

- i.** Richard informed the Board he had received additional budget information to add into the draft budget.

- 1. The Board reviewed the current draft budget.

- a. Discussion regarding Hourly Part Time budget line.

- ii.** The next budget meeting will be held on Thursday, January 9.

5. Financial Report

- a.** Discussion regarding revenues.

- b.** Discussion regarding stagnant provincial operating grant funding.

- i.** Andrew Hallikas recommends the Board engage in political action with writing letters to the province to advocate for increased funding.

MOTION#2024-89 Motion to accept the financial report of December 19, 2024.

Moved by Sheri D.

Seconded by Tanis F.

CARRIED.

6. CEO Report

- a.** Discussion regarding the circulation report.

MOTION#2024-90 Motion to accept the CEO report of December 19, 2024.

Moved by Mike B.

Seconded by Ken K.

CARRIED.

7. Items for Action/Discussion

a. ILL Service

- i. With the Canada Post strike concluded on December 17, Richard made the decision to resume ILL service on Monday, January 13 with the expectation it will take significant time for Canada Post to clear their backlog of deliveries.

b. In-camera Session

- i. Move to go in-camera due to labour relations or employee negotiations
- ii. Move to go in-camera due to personal matters about an identifiable individual

MOTION#2024-91 Motion to go in camera @ 5:20 PM due to labour relations or employee negotiations, and due to personal matters about an identifiable individual.

Moved by Sheri D.

Seconded by Tanis F.

CARRIED.

The Board moved out of camera @ 6:21 PM.

MOTION#2024-92 Motion to accept the minutes of In-Camera session of November 21, 2024 Board Meeting.

Moved by Mike B.

Seconded by Ken K.

CARRIED.

Tanis Fretter left @ 6:23 PM.

8. Policy Review

a. BL-03 Terms of Reference of the Officers

- i. Changed "permitted" in 4a and "allowed" in 5a to be "stated".
- ii. Changed "he or she" in 6c to be "they" and "considers" to be "consider".

b. GOV-11 Code of Conduct

- i. Approved as is.

MOTION#2024-93 Motion to approve policy BL-03 Terms of Reference of the Officers as amended and approve GOV-11 Code of Conduct and move to 4 year review.

Moved by Sheri D.

Seconded by Ken K.

CARRIED.

9. Strategic Plan Report

- a. No report will be made until after the 2025 operating budget has been approved.

10. Communication between Staff and Board

- a. Nothing to report.

11. Information Items

- a. Friends of the Library October 17 2024 meeting minutes
- b. Letter from Friends of the Library re. "Donor Recognition Policy"
 - i. Discussion regarding intent and purpose of letter.
 - ii. The letter will be taken into consideration by the Board when reviewing OP-19 Donations policy.

12. Adjournment and stating of next meeting date

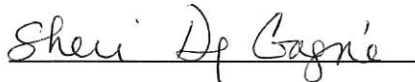
MOTION#2024-94 Motion to adjourn the Library Board meeting of December 19, 2024
@ 6:50 PM.

Moved by Mike B.

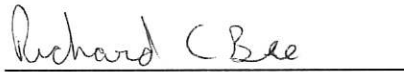
Seconded by Ken K.

CARRIED.

The next meeting will be **January 16, 2025 @ 4:15pm.**



Sheri De Gagné, Board Chair



Richard Bee, CEO & Board Secretary/Treasurer