

**Fort Frances Public Library**  
**Board Meeting Minutes**  
**December 20<sup>th</sup>, 2023**

The meeting of the Fort Frances Public Library Board took place in the Shaw Community Hub on Wednesday, December 20<sup>th</sup>, 2023 at 4:15pm.

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

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

**Regrets:** Hue Eldridge, Councillor Mandi Olson

**Call to Order @ 4:15** by Sheri De Gagné

**Land Acknowledgements:**

**Read by Ken K.:** 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- 66** Motion to accept the agenda of December 20, 2023.

Moved by Robin D.

Seconded by Ken K.

CARRIED.

**3. Minutes of Previous Meeting**

**a.** November 15<sup>th</sup>, 2023

**b.** November 22<sup>nd</sup>, 2023

**MOTION#2023-67** Motion to accept the minutes of November 15<sup>th</sup> and November 22<sup>nd</sup>, 2023.

Moved by Mike B.

Seconded by Robin D.

CARRIED.

**4. Business Arising from Minutes**

- a. Potential Service Agreement with Couchiching First Nation
  - i. Richard has not had time to contact Couchiching First Nation to discuss this matter yet.
- b. Unattended Child Policies in Ontario
  - i. a formal standard operating procedure for staff is in place, and Richard will revise Operational Policy OP-01 Children and Youth Services for a future Board meeting.
- c. 2024 Budget Meeting
  - i. A second special budget meeting was held on December 14, 2023 to discuss the 2024 budget.
  - ii. Labour budget numbers and projected utility costs for 2024 were shared with the Board.
  - iii. Richard provided responses to questions asked at the Budget meeting.
    - 1. The Town collects the municipal rebate for Library HST expenses. However, the Town does not get the full amount of the PST portion rebate. The remaining amount of HST that the Town cannot collect is paid by the Library.
    - 2. A new expense line will be created for the 2024 budget, called "Recruitment and Retention".
  - iv. The Board will hold a final budget meeting, with a tentative date of January 18, to finalize the 2024 operating budget.
- d. Response to Fort Frances Horticultural Society Letter.
  - i. Richard has not drafted a response to this letter as of the meeting date.

## 5. Financial Report

- a. Discussion regarding variance in Federal Grants Student Grant revenue line.
- b. Discussion regarding Office Supplies expense line.
- c. Discussion regarding Municipal Buildings & Yards expense lines.
  - i. Nathan shared that the Town is drafting an Asset Management Plan which will cover how to maintain Town facilities, which may have an impact on these budget lines.

**MOTION#2023-68** Motion to accept the financial report of December 18, 2023.

Moved by Mike B.

Seconded by Tanis F.

CARRIED.

## 6. CEO Report

- a. Richard was unable to provide a circulation report for this meeting. He will try to have a report on December circulation, and a 2022 vs. 2023 circulation report, available for the January meeting.

**b.** Richard shared additional information to the report.

**i.** The final payment for the Library's 2023 Young Canada Works (YCW) grant has finally been issued. It is being paid by cheque so is not expected to be at the Library until sometime in January.

- 1.** Richard shared that a direct deposit option and is something he is pursuing for the 2024 application of the grant.
- 2.** A belt for a heat pump located in the children's area needed to be replaced on December 20.
- 3.** The fire alarms at the Library were tested, without prior notice, at 3 PM.
  - a.** They were initially scheduled to be tested in early October, but the company doing the testing were unable to perform the test until today.
- 4.** GFL Recycling, who provides recycling service for Fort Frances, informed the Library that they are not doing curbside recycling for the Library because the Library is not a residential customer and is not set up to be a commercial customer.
  - a.** The Library, until this year, had it's recycling picked up at the curb. According to GFL this was done as a "favour" by the previous company.
  - b.** Richard had discussions with Nathan Young to discuss options for a recycling bin, as any bin will have to be placed in the parking lot area between the Library and the Memorial Centre.
    - Richard will request a quote and will have further discussions with Nathan with how best to proceed.

**MOTION#2023-69** Motion to accept the CEO report of December 20, 2023.

Moved by Robin D.

Seconded by Ken K.

CARRIED.

## **7. Items for Action/Discussion**

**a.** Investment Options for Library

**i.** Richard has been in discussions with Dawn Galusha regarding the Library's Building Fund.

- 1.** Currently, rates for GICs are very high but have been steadily falling for the past few months (even day to day).
- 2.** Discussion regarding investment options.

**MOTION#2023-70** Motion to authorize Library CEO with Town of Fort Frances Treasurer to maximize investment returns of Library's building funds.

Moved by Tanis F.

Seconded by Mike B.

CARRIED.

**b.** Staff Christmas Party

**i.** In total 11 people attended the party on December 15, 2023. The party ran for several hours at the Library.

1. The party had supper from the Flint House, and appreciation was given to the individual Board members who financially contributed towards the party.
2. The remaining amount of the supper cost will be covered by the Friends of the Library, who wished to also support staff for the party.

**c.** In Camera Session

**MOTION#2023-71** Motion to go in camera @ 5:17 PM due to personal matters about an identifiable individual.

Moved by Tanis F.

Seconded by Ken K.

CARRIED.

The Board moved out of camera @ 5:36 PM.

**8. Policy Review**

**a.** HR-10 Use of Technology

**i.** Because of the substantial amount of changes to Library's IT needs and structure since the policy was last reviewed, including the centralization of Town of Fort Frances IT, this policy will require substantial revision.

1. Discussion regarding cybersecurity insurance and potential need for wording in the policy for that.
  - a. Richard will speak with Jeremy regarding potential requirements for wording needed for Library's policy.
2. Richard will pull wording from this policy in order to create a new operational policy on social media.

**b.** HR-11 Travel

**i.** Approved without revision.

**MOTION#2023-72** Motion to approve policy #HR-11 Travel and move to 4 year review.

Moved by Robin D.  
Seconded by Tanis F.  
CARRIED.

**9. Strategic Plan Report**

- a. Nothing to report.

**10. Communication between Staff and Board**

- a. Richard shared appreciation from the staff to the Board for the party.

**11. Information Items**

- a. Friends of the Library Meeting Minutes – November 16, 2023

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

**MOTION#2023-73** Motion to adjourn the Library Board meeting of December 20, 2023  
@ 5:57 PM.

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

The next meeting will be **January 17<sup>th</sup>, 2024 @ 4:15pm.**

January 18, 2024  
Sheri D. Gagné

RB