

**Fort Frances Public Library**  
**Board Meeting Minutes**  
**February 15<sup>th</sup>, 2024**

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The meeting of the Fort Frances Public Library Board took place in the Shaw Community Hub on Wednesday, February 15<sup>th</sup>, 2024 at 4:15pm.

**Board Members in attendance:** Sheri De Gagné (Chair), Robin Dennis (Vice-Chair), Councillor Mike Behan, Mayor Andrew Hallikas, Hue Eldridge (@ 4:45 PM), Tanis Fretter, Ken Kellar

**Staff in attendance:** Nathan Young – Recreation and Culture Manager (@ 4:35 PM), Richard Bee – CEO FFPLTC.

**Regrets:** Councillor Mandi Olson

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

**Land Acknowledgements:**

**Read by Tanis F.:** 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#2024-13** Motion to accept the agenda of February 15, 2024.

Moved by Mike B.

Seconded by Tanis F.

CARRIED.

**3. Minutes of Previous Meeting**

a. January 17<sup>th</sup>, 2024

b. January 18<sup>th</sup>, 2024

**MOTION#2024-14** Motion to accept the minutes of January 17<sup>th</sup> and January 18<sup>th</sup>, 2024.

Moved by Tanis F.

Seconded by Ken K.

CARRIED.

**4. Business Arising from Minutes**

a. 2024 Budget Presentation to Town Council – February 12, 2024

- i. The presentation was postponed until February 13, 2024 due to an internet outage at the Civic Centre on February 12.
  - ii. Richard presented the estimated 2024 operating budget to Council with positive reception.
- b. Investment Options for Library
  - i. A GIC was acquired for the amount of \$105,250 for a one-year investment, at an interest rate of 5.05%.
- c. Transfer of Funds to Town for 2023 Expenses
  - i. Richard has not received a request from the Town to transfer funds from the reserve for 2023 expenses.
- d. Town of Fort Frances EAP
  - i. Richard corresponded with HR Manager Alyssa Derksen regarding whether Library staff were included in the Town's EAP and was informed that staff were not.
  - ii. Board requested Nathan Young inquire into this matter with Alyssa.

## 5. Financial Report

**MOTION#2024-15** Motion to accept the financial report of January 31, 2024.

Moved by Robin D.

Seconded by Ken K.

CARRIED.

## 6. CEO Report

- a. Richard shared additional information to the report.
  - i. On January 17 Richard was informed the gauge for the glycol system was not providing an accurate reading.
    - 1. Town facility staff were notified and the gauge was deemed to be no longer working properly. It will be replaced.
- b. Discussion regarding use of Naloxone during a reported incident that occurred between the Memorial Sports Centre and the Library.

**MOTION#2024-16** Motion to accept the CEO report of February, 2024 as amended.

Moved by Hue E.

Seconded by Robin D.

CARRIED.

## 7. Items for Action/Discussion

- a. Circulation Statistics
  - i. Richard presented the circulation statistics of both the physical and electronic collections for the Library from between 2018 - 2023.

**b. In Camera Session**

**MOTION#2024-17** Motion to go in camera @ 5:23 PM due to personal matters about an identifiable individual.

Moved by Tanis F.

Seconded by Hue E.

CARRIED.

**MOTION#2024-17** Motion to accept the minutes of In-Camera Session of January 17, 2024 Board Meeting.

Moved by Mike B.

Seconded by Robin D.

CARRIED.

The Board moved out of camera @ 5:58 PM.

**8. Policy Review**

**a.** GOV-04 Duties & Responsibilities of Individual Board Members

**i.** Approved with no amendments.

**b.** GOV-06 Delegation of Authority to the CEO

**i.** Approved with no amendments.

**MOTION#2024-18** Motion to approve policy GOV-04 Duties & Responsibilities of Individual Board Members and GOV-06 Delegation of Authority to the CEO and move to 4 year review.

Moved by Tanis F.

Seconded by Ken K.

CARRIED.

**9. Strategic Plan Report**

**a.** Richard will contact OLS to inform them the Board will be ready to speak with a consultant to prepare for creating the new strategic plan.

**10. Communication between Staff and Board**

**a.** Nothing to report.

**11. Information Items**

**a.** Letter from Fort Frances Horticultural Society

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

**MOTION#2024-19** Motion to adjourn the Library Board meeting of February 15, 2024 @  
6:08 PM.

Moved by Tanis F.

Seconded by Mike B.

CARRIED.

The next meeting will be **March 21<sup>st</sup>, 2024 @ 4:15pm.**

Shelli Dp Gagne  
21 March 2024

Richard C Bee