

**Fort Frances Public Library
Board Meeting Minutes
February 27th, 2025**

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, February 27, 2025 at 4:35pm.

Board Members in attendance: Sheri De Gagné (Chair), Councillor Mike Behan, Tanis Fretter, Ken Kellar, Mayor Andrew Hallikas (@ 4:38 PM), Hue Eldridge, Councillor Bill Morrison

Staff in attendance: Richard Bee – CEO FFPLTC

Regrets: Robin Dennis (Vice-Chair)

Call to Order @ 4:35 by Sheri De Gagné

Land Acknowledgements:

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

Announcements: N/A

1. Declaration of Conflict of Interest – none

2. Approval of the Agenda

MOTION#2025-17 Motion to accept the agenda of February 27th, 2025.

Moved by Hue E.

Seconded by Tanis F.

CARRIED.

3. Minutes of Previous Meeting

a. January 9, 2025

MOTION#2025-18 Motion to accept the minutes of January 9th, 2025 as amended.

Moved by Mike B.

Seconded by Ken K.

CARRIED.

- b. January 16, 2025

MOTION#2025-19 Motion to accept the minutes of January 16th, 2025 as amended.

Moved by Hue E.

Seconded by Bill M.

CARRIED.

4. Business Arising from Minutes

- a. 2025 Budget

- i. On Monday, February 3, Town Council voted on the Library Budget and approved a budget of \$613,256, or \$25,000 less than what the Board submitted to the Town.
- ii. Two special budget meetings were held in February for the Board to review and decide how to find \$25,000 in savings from the 2025 operating budget.

5. Financial Report

- a. Discussion regarding January revenues.
- b. The Board asked that future financial statements show current financial situation of the Library.

MOTION#2025-20 Motion to accept the financial report of February 27, 2025 as amended.

Moved by Tanis F.

Seconded by Ken K.

CARRIED.

6. CEO Report

- a. Discussion regarding the flooding in the Library on Monday, February 24.
 - i. Discussion regarding the ownership of the Library building and of the financial responsibility of facility maintenance.
 - ii. Suggestion made to add a standing item to the Board meeting agenda about the MOU given the frequent and lengthy discussion about this topic.

MOTION#2025-21 Motion to accept the CEO report of February 27, 2025.

Moved by Hue E.

Seconded by Bill M.

CARRIED.

7. Items for Action/Discussion

- a. Ontario Provincial Election
 - i. Elections Ontario requested that the Library serve as a voting location for the February 27 provincial election.
 - 1. The Library building was open extra hours to serve as an advanced polling location from February 20 – 22 and will be open later this evening for election day.
 - 2. The voting was held in the Makerspace room..
 - ii. The Library will be receiving significant room rental revenue for providing the space for voting.
- b. 2024 Operational Budget Overage Transfer
 - i. Richard informed the Board that a total overage for the 2024 operating budget expenses of \$32,428.51 is needing to be transferred to the Town.
 - 1. Discussion regarding where to transfer the funds from to cover the overage.
 - 2. Suggestion made to schedule a meeting with representatives of the Board and the Town's CAO and Treasurer to discuss the Library's financial holdings and position.
 - 3. Suggestion made to add standing item to the Board meeting agenda to discuss options for how to replenish the Library's reserve fund.
- c. 2024 Capital Budget Transfer
 - i. The Town of Fort Frances Treasurer, Dawn Galusha, informed Richard that the amount of \$29,400.47 is required to cover the Library's 2024 capital budget expenses.

MOTION#2025-22 Motion to request the transfer of funds from the Library reserve to the Town of Fort Frances reserve accounts for the Library capital budget expense of \$29,400.47.

Moved by Mike B.

Seconded by Ken K.

CARRIED.

- d. In-camera Session
 - i. Move to go in-camera due to labour relations or employee negotiations

MOTION#2025-23 Motion to go in camera @ 5:26 PM due to labour relations or employee negotiations.

Moved by Ken K.

Seconded by Bill M.

CARRIED.

The Board moved out of camera @ 6:09 PM.

SD

RB

MOTION#2025-24 Motion to accept the minutes of In-Camera session of December 19, 2024.

Moved by Hue E.

Seconded by Tanis F.

CARRIED.

MOTION#2025-25 Motion to accept the minutes of In-Camera session of January 9, 2025.

Moved by Ken K.

Seconded by Mike B.

MOTION#2025-26 Motion to accept the minutes of In-Camera session of January 16, 2025 as amended.

Moved by Hue E.

Seconded by Tanis F.

8. Policy Review

a. OP-10 Procurement

- i. Recommendation to put in abeyance until MOU has been renegotiated.

MOTION#2025-27 Motion to put OP-10 Procurement in abeyance pending discussions between the Town of Fort Frances and the Board regarding the MOU agreement.

Moved by Hue E.

Seconded by Tanis F.

CARRIED.

b. OP-12 Reciprocal Borrowing

- i. Discussion regarding the history of the reciprocal agreements.
- ii. Concern regarding non-residents of Fort Frances using the Library for free at the expense of Fort Frances residents.
- iii. Further discussion will be tabled until strategic planning discussions are held.

c. OP-13 Registration

- i. Policy tabled for review until the next regular meeting.

d. OP-19 Donations

- i. Concern regarding current wording of article 3.
- ii. Richard will prepare draft language to present to the Board for the next regular meeting.

9. Strategic Plan Report

- a. Tanis is continuing to review the 2019-2023 strategic plan.
- b. Richard will contact OLS to request assistance from a consultant to help in developing the next strategic plan.
- c. Ken and Hue volunteered to sit on a strategic plan committee when it is ready to be struck.

10. Communication between Staff and Board

- a. Nothing to report.

11. Information Items

- a. N/A

12. Adjournment and stating of next meeting date

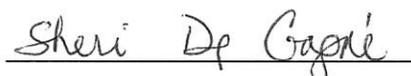
MOTION#2025-28 Motion to adjourn the Library Board meeting of February 27, 2025 @ 6:44 PM.

Moved by Ken K.

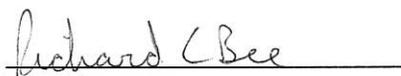
Seconded by Hue E.

CARRIED.

The next meeting will be **March 27, 2025 @ 4:35pm.**



Sheri De Gagné, Board Chair



Richard Bee, CEO & Board Secretary/Treasurer