

**Fort Frances Public Library
Board Meeting Minutes
January 16th, 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, January 16, 2025 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, Hue Eldridge, Councillor Bill Morrison (@ 4:21 PM)

Staff in attendance: Richard Bee – CEO FFPLTC

Regrets: N/A

Call to Order @ 4:20 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: Bill was introduced as the new Council representative to the Library Board.

1. Declaration of Conflict of Interest – none

2. Approval of the Agenda

MOTION#2025-03 Motion to accept the agenda of January 16th, 2025.

Moved by Ken K.

Seconded by Tanis F.

CARRIED.

3. Minutes of Previous Meeting

a. December 19, 2024

MOTION#2025-04 Motion to accept the minutes of December 19th, 2024.

Moved by Mike B.

Seconded by Robin D.

CARRIED.

4. Business Arising from Minutes

a. GIC Investment

SD RB

- i. Richard informed the Board that the GIC was reinvested at an interest rate of 3.45%.
 - 1. Discussion regarding approaching different agencies for future investment opportunities.
- b. 2025 Budget
 - i. The Board met on Thursday, January 9 to finalize the Board's submission of the 2025 operating budget to Council.
 - 1. Council will have time at the January 20 council meeting to assess the preliminary operating budget.
- c. ILL Service.
 - i. Richard reported that ILL service at the Library resumed on Monday, January 13.

5. Financial Report

- a. Discussion regarding 2024 operating budget overage.
- b. Discussion regarding the Library Building reserve fund.
 - i. Assumption is that the Town's Operation and Facilities Manager oversees usage of the account.

MOTION#2025-05 Motion to accept the financial report of January 16, 2025.

Moved by Ken K.

Seconded by Mike B.

CARRIED.

Andrew left at 5:00 PM.

6. CEO Report

- a. Discussion regarding alarm panel.

MOTION#2025-06 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. Canada Post Stamp Cost Increase
 - i. On Monday, January 13, Canada Post increased the cost of stamps by 25 cents, from 99 cents to \$1.24.
- b. Shaw Room Rental Rate
 - i. Richard informed the Board the rate increase discussed at the December 12 budget meeting will come into effect on March 1.
- c. 2024 Circulation Statistics

- i. Richard reported the physical collection and electronic collection circulation statistics from 2024 to the Board.
 - 1. Overall physical collection has gone down from 2023, with multiple potential causes such as reduction in operating hours in April 2024, the Library's stagnant book budget, and/or change in patron habits due to the COVID-19 pandemic.
 - 2. Overall electronic collection has gone up from 2023, potentially in response to change in patron habits due to the COVID-19 pandemic.
- ii. Discussion regarding circulation trends in public libraries.
- d. 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#2025-07 Motion to go in camera @ 5:36 PM due to labour relations or employee negotiations, and due to personal matters about an identifiable individual.

Moved by Mike B.

Seconded by Ken K.

CARRIED.

The Board moved out of camera @ 6:14 PM.

Review of December 19 in-camera session minutes tabled until next regular Board meeting.

8. Policy Review

- a. FN-05 Respect and Acknowledgement Declaration
 - i. Review of this policy will be on hold until appropriate language can be prepared for Board review.
- b. OP-12 Reciprocal Borrowing
 - i. Discussion regarding the reciprocal borrowing agreements the Library has with the four other library systems and the usage of FFPLTC materials by residents in these communities.
 - ii. Review of this policy to be tabled for usage to be reviewed.

MOTION#2025-08 Motion to put FN-05 Respect and Acknowledgement Declaration in abeyance for now. Language needs to be revamped.

Moved by Tanis F.

Seconded by Hue E.

CARRIED.

9. Strategic Plan Report

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

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- b. Request was made by Sheri to have other Board members begin reviewing the 2019 – 2023 strategic plan in preparation for creating the next plan.
 - i. Tanis agreed to perform this review.

10. Communication between Staff and Board

- a. Nothing to report.

11. Information Items

- a. Friends of the Library November 21, 2024 meeting minutes
- b. Friends of the Library December 19, 2024 meeting minutes

12. Adjournment and stating of next meeting date

MOTION#2025-09 Motion to adjourn the Library Board meeting of January 16, 2025 @ 6:44 PM.

Moved by Bill M.

Seconded by Robin D.

CARRIED.

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

Sheri De Gagné

Sheri De Gagné, Board Chair

Richard C Bee

Richard Bee, CEO & Board Secretary/Treasurer