

Fort Frances Public Library
Board Meeting Minutes
March 21st, 2024

The meeting of the Fort Frances Public Library Board took place in the Shaw Community Hub on Wednesday, March 21st, 2024 at 4:15pm.

Board Members in attendance: Sheri De Gagné (Chair), Robin Dennis (Vice-Chair), Councillor Mike Behan, Hue Eldridge (left @ 5:30), Tanis Fretter (@ 4:30), Ken Kellar, Councillor Mandi Olson (@ 5:04)

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

Guests: Travis Rob – Interim CAO, Town of Fort Frances

Call to Order @ 4:16 by Sheri De Gagné

Land Acknowledgements:

Read by Hue E.: 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.

Announcements: Today is the United Nations International Day for the Elimination of Racial Discrimination.

1. **Declaration of Conflict of Interest** – none
2. **Approval of the Agenda**
 - a. **Richard requested the minutes for the February 28, 2024 meeting be added to the agenda.**

MOTION#2024-22 Motion to accept the agenda of March 21, 2024 as amended.
Moved by Hue E.
Seconded by Tanis F.
CARRIED.

3. **Minutes of Previous Meeting**
 - a. February 15th, 2024
 - b. February 28th, 2024

MOTION#2024-23 Motion to accept the minutes of February 15th and February 28th, 2024.

Moved by Mike B.

Seconded by Robin D.

CARRIED.

4. Business Arising from Minutes

a. Transfer of Funds to Town for 2023 Expenses

i. Richard received correspondence from Town Treasurer Dawn Galusha on March 20 providing the amount of money the Town requires from the Library to cover Library capital budget expenses and the substantial overage in the Library's 2023 operating budget.

1. The amount provided to Richard was an estimated amount to cover the 2023 capital expenses of the Library and for two transfers that had not occurred for the 2021 and 2022 capital expenses from the Library's reserve fund.

a. Travis was asked why the transfer did not happen in those years and he stated he believes the amounts for those years were drawn from the Town's reserves instead of the Library's.

2. Discussion regarding amount to transfer for capital expenses.

MOTION#2024-24 Motion to transfer outstanding funds owing to the Town of Fort Frances from the Board's reserve funds pending receipt of confirmation of the amount of funds due from 2021, 2022 and 2023. This motion supercedes previous motion for transfer of funds that was not completed.

Moved by Tanis F.

Seconded by Ken K.

CARRIED.

b. Town of Fort Frances EAP

i. Richard forwarded an email from Town HR Manager Alyssha Derksen stating that the Town's EAP is the Town's first ever EAP. The previous program was not an actual EAP and was instead a free service the Town directed staff towards for assistance.

1. Alyssha is reviewing if it might be possible for Library staff to be included in the Town's EAP and will get back to Richard.

5. Financial Report

a. The report displays the pre-cut 2024 operating budget. Future reports will display the revised amounts for the budget.

- b. Discussion regarding unknown February expense for Lawn & Yard Maintenance.
 - i. Nathan shared that the \$737.76 expense was the Library's portion for snow removal for the parking lot.
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MOTION#2024-25 Motion to accept the financial report of February 29, 2024.

Moved by Robin D.

Seconded by Mike B.

CARRIED.

6. CEO Report

- a. Richard shared additional information to the report.
 - i. On February 22 Richard met with Alyssa and during the meeting she informed Richard there is a desire to reopen the MOU between the Town and the Library due to the vague wording causing confusion regarding responsibilities, particularly towards Library staff.
 - 1. On March 20 Richard was informed the recommendation was made to Council to review the MOU, to be considered for the March 25, 2024 Council meeting.
 - ii. On March 20 Richard met with Rainy River District Stewardship Vice Chair Tony Elders and Town Transportation Superintendent Cody Vangel to discuss the replanting of several trees in the Library's green space.
 - 1. The expectation is that it will take less than a day's work to do the replanting and that the trees will be delivered mid to late May.
 - iii. On March 20 the Library received our final payment for the 2023 Young Canada Works grant to the amount of \$1,505.76.
- b. Discussion regarding circulation and programming statistics.
- c. Discussion about the February 23 correspondence between Richard and Travis regarding the cut to Library's 2024 funding.
- d. Discussion regarding March 15 staff meeting about the cut to Library budget lines and change in Library hours.
 - i. Sheri attended the meeting as a guest and informed the Board of the staff question regarding programming expectations due to the reduction in Library hours.

MOTION#2024-26 Motion to accept the CEO report of March, 2024 as amended.

Moved by Tanis F.

Seconded by Robin D.

CARRIED.

7. Items for Action/Discussion

- a. 2024 Operating Budget Cut

- i. At the March 18, 2024 Council meeting Council approved the Town's 2024 operating budget, which sets the Town's funding for the Library at \$611,392.
 - 1. This amount is a 1.5% increase from 2023 but is a 2.3% decrease from what the Library initially requested from the Town for the 2024 operating budget.
- b. New Library Operating Hours
 - i. New operating hours will begin April 2.
 - ii. The change will have the Library open for 50 hours/week instead of 55 hours/week. The reduced hours will occur for Mondays, with the Library only open until 5 PM instead of 8 PM, and for Thursdays, with the Library only open until 6 PM.
 - 1. The remaining days will keep their current hours of operation.
- c. Youth Centre Funding Opportunities
 - i. Discussion regarding Federation of Ontario Public Libraries update regarding discussions with the provincial government about "Youth Hubs".
 - 1. Richard will contact Executive Director Dina Stevens to inquire into these discussions, potential funding opportunities for these Hubs, and what conditions may be required to meet the designation as a "Youth Hub".
- d. Partnership/Service Usage with Surrounding First Nations Communities
 - i. Discussion regarding extending library services to surrounding First Nations communities.
 - 1. Contacting the education teams in each community is the recommended starting point for communicating interest for library services to local councils.
- e. In Camera Session

MOTION#2024-27 Motion to go in camera @ 5:47 PM due to personal matters about an identifiable individual.

Moved by Ken K.

Seconded by Mandi O.

CARRIED.

MOTION#2024-28 Motion to accept the minutes of In-Camera Session of February 15, 2024 Board Meeting.

Moved by Robin D.

Seconded by Ken K.

CARRIED.

MOTION#2024-29 Motion for Library CEO to proceed as directed during in-camera session.

Moved by Tanis F.

Seconded by Mandi O.

CARRIED.

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

8. Policy Review

a. GOV-01 Purpose of the Board

i. Amendment to section 2.5, changing "her or his" to be "their".

b. BL-06 Amendment of By-Laws

i. Amendment to section 2.4, adding "of the FFPL Board".

MOTION#2024-30 Motion to approve policy GOV-01 Purpose of the Board and BL-06 Amendment of By-Laws as amended and move to 4 year review.

Moved by Mike B.

Seconded by Ken K.

CARRIED.

9. Strategic Plan Report

a. Nothing to report.

10. Communication between Staff and Board

a. Concern regarding programming expectations of Board to Library staff.

11. Information Items

a. No information items.

12. Adjournment and stating of next meeting date


MOTION#2024-31 Motion to adjourn the Library Board meeting of March 21, 2024 @ 6:36 PM.

Moved by Robin D.

Seconded by Mandi O.

CARRIED.

The next meeting will be **April 18th, 2024 @ 4:15pm.**



Sheri De Gagné, Board Chair



Richard Bee, CEO & Board Secretary/Treasurer