

**Fort Frances Public Library
Board Meeting Minutes
March 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, March 27, 2025 at 4:35pm.

Board Members in attendance: Sheri De Gagné (Chair), Robin Dennis (Vice-Chair), Councillor Mike Behan, Tanis Fretter, Ken Kellar, Councillor Bill Morrison

Staff in attendance: Richard Bee – CEO FFPLTC

Regrets: Mayor Andrew Hallikas, Hue Eldridge

Call to Order @ 4:34 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#2025-29 Motion to accept the agenda of March 27th, 2025.

Moved by Ken K.

Seconded by Tanis F.

CARRIED.

3. Minutes of Previous Meeting

a. February 6 2025

b. February 13 2025

c. February 27 2025

MOTION#2025-30 Motion to accept the minutes of February 6th & 27th, 2025, and accept the minutes of February 13th as amended.

Moved by Robin D.

Seconded by Mike B.

CARRIED.

SD EB

4. Business Arising from Minutes

a. 2024 Capital Budget Transfer

- i.** On Wednesday, March 5, Sheri, Robin, Andrew, and Richard met with the Town of Fort Frances Treasurer Dawn Galusha and the Town of Fort Frances CAO Marcel Michaels to discuss the Library's donation reserve fund and the Town's reserve fund for the Library building.

1. Discussion regarding covering the 2024 operational budget overage.
2. From this meeting an electronic vote was held regarding how the Board wished to proceed with the overage. Two options were provided; use unallocated reserve fund amount to cover the overage or request the Town cover the full amount.
3. The final vote was 7-0 in favour of using unallocated funds from the reserve fund and transferring the amount of the 2024 operational budget overage to the Town.

MOTION#2025-31 Motion to transfer \$32,428.51 from Fort Frances Public Library reserve fund to Town of Fort Frances.

Moved by Mike B.

Seconded by Robin D.

CARRIED.

- ii.** Richard informed the Board a signed memo was sent to Dawn on Tuesday, March 11 to direct her to transfer funds from the Library's donation reserve fund for the 2024 capital budget transfer as well as for the 2024 operational budget overage.

1. Dawn informed Richard the transfers will occur after the Town's audit has been completed.

5. Financial Report

- a.** Discussion regarding the presented financial statement structure.
- b.** Discussion regarding the Town's view of operating budgets funded by the Town, such as the Library, as a deficit for the Town.
- c.** Richard shared a new spreadsheet with the Board which tracks the usage of allocated funds from the reserve fund in addition to estimated unallocated amount and earned interest.
- d.** Discussion regarding need for investment opportunities to replenish the reserve fund.

MOTION#2025-32 Motion to accept the financial report of March 27, 2025.

Moved by Bill M.

Seconded by Ken K.

CARRIED.

6. CEO Report

- a. Richard added two additional items to the report.
 - i. The Library received payment from Elections Ontario for holding voting at the Library for advanced polling and on election day in February. The amount received is for \$1,130.
 - ii. An incident occurred on Wednesday, March 26 where an individual was believed to be intoxicated and moving erratically in the parking lot. At the same time, an individual was found to have overdosed in the men's washroom and friends of the individual used Naloxone to revive them.
 - 1. Ambulance was called by staff for the individual and they were taken to hospital for assessment.
 - 2. The OPP arrived to attend to the intoxicated individual due to a call made from someone at the MSC who reported the individual's erratic behaviour.
- b. Discussion regarding insurance claim from the February flooding.
 - i. The Town provided the insurance adjustor costs for wages and cleanup, with additional information expected to be provided to the adjustor by the Town.
- c. Discussion regarding request to have parking lot lines painted in the parking lot.
 - i. Concern this is not a priority matter for the Library at this time.
 - ii. Concern about the need to ensure accessible parking is clearly marked.

MOTION#2025-33 Motion to accept the CEO report of March 27, 2025 as amended.

Moved by Ken K.

Seconded by Tanis F.

CARRIED.

7. Items for Action/Discussion

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

MOTION#2025-34 Motion to go in camera @ 5:30 PM due to labour relations or employee negotiations.

Moved by Mike B.

Seconded by Robin D.

CARRIED.

The Board moved out of camera @ 6:08 PM.

8. Policy Review

- a. OP-13 Registration
 - i. Richard informed the Board that an individual contacted the Library to ask that a relative, who is residing outside of Fort Frances for school, be given

a free Library membership for when they return to Fort Frances for the summer.

1. Board unanimously decided that an individual must reside in Fort Frances to receive a free Library membership.
- ii. Discussion regarding reciprocal borrowing agreements.
- b. OP-19 Donations
 - i. Richard shared draft language proposing changes and edits to the current policy.
 - ii. Article 4-3 will require consideration so language will need to be workshopped.
 - iii. Policy will be further reviewed at next regular meeting.

9. Strategic Plan Report

- a. Richard has not had time to contact OLS to request assistance from a consultant regarding the next strategic plan.
- b. The old strategic plan will be reviewed, assessed for what was accomplished, and used as the basis for the next strategic plan.

10. Communication between Staff and Board

- a. Nothing to report.

11. Memorandum of Understanding

- a. Item to be removed as a standing agenda item and only added when matters warrant discussion.

12. Information Items

- a. Correspondence with a member of the public to Sheri and Richard regarding 2025 operating budget concerns.
- b. Emailed interview request from CBC Thunder Bay regarding 2025 operating budget concerns.

12. Adjournment and stating of next meeting date


MOTION#2025-35 Motion to adjourn the Library Board meeting of March 27, 2025 @ 6:50 PM.

Moved by Ken K.

Seconded by Tanis F.

CARRIED.

The next meeting is **TBD**.



Sheri De Gagné, Board Chair



Richard Bee, CEO & Board Secretary/Treasurer