

**Fort Frances Public Library**  
**Board Meeting Minutes**  
**May 23<sup>rd</sup>, 2024**

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The meeting of the Fort Frances Public Library Board took place in the IFK Conference Room at the Memorial Sports Centre on Thursday, May 23<sup>rd</sup>, 2024 at 4:15pm.

**Board Members in attendance:** Sheri De Gagné (Chair), Councillor Mandi Olson, Councillor Mike Behan, Hue Eldridge, Tanis Fretter, Ken Kellar

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

**Regrets:** Robin Dennis (Vice-Chair)

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

**Land Acknowledgements:**

**Read by Mike B.:** 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:** None

**1. Declaration of Conflict of Interest** – none

**2. Approval of the Agenda**

**MOTION#2024-41** Motion to accept the agenda of May 23, 2024.

Moved by Hue E.

Seconded by Mandi O.

CARRIED.

**3. Minutes of Previous Meeting**

a. April 18, 2024

- i. Correction at start of minutes to read "Thursday, April 18<sup>th</sup>" instead of "Wednesday, April 18<sup>th</sup>"
- ii. Move statement of time Board moved out of in-camera session to before Motion 37 instead of after.
- iii. Amendment in section 7bib to read "Library staff" instead of "Town staff"

**MOTION#2024-42** Motion to accept the minutes of April 18<sup>th</sup>, 2024 as amended.

Moved by Tanis F.

Seconded by Ken K.

CARRIED.

#### **4. Business Arising from Minutes**

- a.** Transfer of Funds to Town for 2023 Expenses
  - i.** Richard has not had an opportunity to speak further with Town Treasurer Dawn Galusha on this matter.
- b.** Town of Fort Frances EAP
  - i.** Richard shared an update he received from Town HR Manager Alyssa Derksen regarding Library staff access to the Town EAP.
    - 1. Discussion regarding access Riverside Counselling service for Library staff.
- c.** Partnership/Service Usage with Surrounding First Nations Communities
  - i.** Richard sent an email to the education coordinators of five nearby First Nations communities.
    - 1. To date a response has been received from one coordinator, and discussions are being held regarding potential library services for that community.
- d.** Memorandum of Understanding between Town of Fort Frances and FFPL Board
  - i.** Richard shared that he was informed a draft of the MOU is expected to be prepared for Town Council and the Board to review by the end of this month.
    - 1. Discussion regarding review process for the MOU.
- e.** Formation of Sub-Committee re. Financial Donations to Library
  - i.** Discussion regarding multiple layers associated with donations and about the financial stability of the Library.
  - ii.** Discussion regarding acknowledging volunteer hours and financial donations.
  - iii.** Decision made to include discussions regarding donations into the 2024-2028 Strategic Plan.

#### **5. Financial Report**

- a.** Richard shared a variance percentage was added to this report.
- b.** Request made to change title of column "Total – Jan to Dec" to "Year to Date" or "YTD".
- c.** The Janitorial Services invoice for March was entered as the April expense.
  - i.** The invoice for March janitorial service was submitted to the Town in April.

**MOTION#2024-43** Motion to accept the financial report of April 30, 2024.

Moved by Mike B.

Seconded by Tanis F.

CARRIED.

## **6. CEO Report**

- a. Discussion regarding the amount of circulation desk shifts by Richard, and the challenges of ensuring sufficient staffing, during the past month.
- b. Discussion regarding staffing considerations for review of the MOU.

**MOTION#2024-44** Motion to accept the CEO report of May, 2024.

Moved by Mandi O.

Seconded by Hue E.

CARRIED.

## **7. Items for Action/Discussion**

- a. 2023 Annual Report
  - i. Richard shared that he planned to present the annual report to the Town of Fort Frances Council on Monday, May 27.
    - 1. The presentation date has been postponed until Monday, June 10.
  - ii. Richard shared the draft version of the report with the Board.
    - 1. Discussion regarding content and accessibility of the report, with some recommendations for modifying the draft version.
- b. FFPLTC Accreditation Renewal
  - i. Richard shared that the Library's accreditation is up for renewal this year and he has begun to compile details regarding the process.
  - ii. Discussion regarding the value of the accreditation status.
- c. 2024-2028 Strategic Plan
  - i. Richard will contact OLS to invite a consultant to the June Board meeting to begin discussions for the 2024-2028 Strategic Plan.
    - 1. Discussion regarding meetings for strategic planning.
- d. In Camera Session
  - i. CEO Job Evaluation

**MOTION#2024-45** Motion to go in camera @ 5:52 PM due to personal matters about an identifiable individual.

Moved by Tanis F.

Seconded by Hue E.

CARRIED.

The Board moved out of camera @ 6:42 PM.

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**MOTION#2024-46** Motion to approve salary step increase for the CEO on their anniversary date as a result of the annual performance evaluation.

Moved by Hue E.

Seconded by Mandi O.

CARRIED.

**8. Policy Review**

- a. No policies to review at this meeting.

**9. Strategic Plan Report**

- a. Nothing to report.

**10. Communication between Staff and Board**

- a. Library vehicle
  - i. Richard shared that at the May 10 staff meeting staff expressed their desire for the Board to purchase a vehicle for Library staff to use.
    - 1. Discussion regarding financial challenge of Library acquiring a vehicle.
    - 2. Discussion regarding challenge of allowing Library and staff from the Memorial Sports Centre to use the Town vehicle.
    - 3. Board wants to track usage by Library staff to determine if there is need to purchase a vehicle.

**11. Information Items**

- a. April 18, 2024 Friends of the Library meeting minutes

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

**MOTION#2024-47** Motion to adjourn the Library Board meeting of May 23, 2024 @ 6:52 PM.

Moved by Mike B.

Seconded by Ken K.

CARRIED.

The next meeting will be **June 27, 2024 @ 4:15pm.**

  
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Sheri De Gagné, Board Chair

  
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Richard Bee, CEO & Board Secretary/Treasurer