

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

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, November 21, 2024 at 4:15pm.

Board Members in attendance: Sheri De Gagné (Chair), Robin Dennis (Vice-Chair) @ 5:35, Councillor Mike Behan, Tanis Fretter, Ken Kellar

Staff in attendance: Richard Bee – CEO FFPLTC, Nathan Young – Town of Fort Frances Recreation and Cultural Services Manager

Regrets: Hue Eldridge, Mayor Andrew Hallikas

Call to Order @ 4:17 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: None

1. Declaration of Conflict of Interest – none

2. Approval of the Agenda

- a. Board requested to review the minutes of the November 7, 2024 budget meeting.
- b. Board requested that item 7ci be moved below Item 11 for extended discussion.

MOTION#2024-75 Motion to accept the agenda of November 21st, 2024 as amended.

Moved by Ken K.

Seconded by Tanis F.

CARRIED.

3. Minutes of Previous Meeting

- a. October 23, 2024

An incorrect motion number was caught in the October 23 minutes, as Motion#2024-61 should be Motion#2024-72.

MOTION#2024-76 Motion to accept the minutes of October 23rd, 2024 as amended.

SD RB

Moved by Mike B.

Seconded by Tanis F.

CARRIED.

4. Business Arising from Minutes

- a. Town Councillor Library Position Vacancy
 - i. Council will likely wait until after the vacant Council seat has been filled before appointing a new representative to the Library Board.
 - ii. The Board vacancy is estimated to be filled in January 2025.
- b. 2025 Budget
 - i. November 7, 2024 Budget meeting
 1. The Board reviewed the minutes of the meeting.
 - ii. The next budget meeting will be held on Thursday, December 12.

MOTION#2024-77 Motion to accept the minutes of November 7th, 2024.

Moved by Tanis F.

Seconded by Ken K.

CARRIED

5. Financial Report

- a. Discussion regarding Operational Revenue HST Excluded amounts.
 - i. Discussion regarding the "Hourly Part Time" budget line for Municipal Buildings & Yards.
 1. Richard informed the Board the Town made a payroll correction in September due to charging the wrong department for grounds work done at the Library.
 2. Discussion regarding how the Town calculates wages for grounds work.
 - ii. Discussion regarding Electrical Power budget line.

MOTION#2024-78 Motion to accept the financial report of November 21, 2024.

Moved by Tanis F.

Seconded by Mike B.

CARRIED.

6. CEO Report

- a. Discussion regarding natural gas valve for the fireplace.
- b. Discussion regarding the suspension of ILL service due to the Canada Post strike.
- c. An error was noted in the Circulation Report regarding the correct year of total circulation for October 2023 and 2024.

SD-RB

- d. Discussion regarding drug abuse occurring at both the Sports Centre and the Library and of individuals suffering from homelessness loitering at both locations.
 - i. Discussion regarding public perception of individuals experiencing homelessness and individuals using the Library for drug consumption, and of safety of staff.
 - ii. Discussion regarding public washroom control.
 - iii. Discussion regarding scope of issues regarding drug abuse and people suffering from homelessness in the Fort Frances community.

MOTION#2024-79 Motion to accept the CEO report of November 21, 2024 as amended.

Moved by Mike B.

Seconded by Ken K.

CARRIED.

7. Items for Action/Discussion

a. GIC Investment

- i. Richard provided information to the Board regarding the maturity date of a GIC, the current interest rate of GICs, and of options for the Board to consider regarding potential investment opportunities.

MOTION#2024-80 Motion to direct the CEO to invest the principal \$600,000 plus applicable accumulated interest for GIC maturing date of December 23, 2024 into a one year term GIC.

Moved by Robin D.

Seconded by Tanis F.

CARRIED.

b. Donation Request – La Verendrye General Hospital Auxiliary

- i. Richard shared a donation request given to him by a member of the Auxiliary, who were requesting a gift or money contribution for a fundraising event.

1. The Board stated they were comfortable contributing a gift.

8. Policy Review

- a. BL-01 Statement of Authority
 - i. Approved as is.
- b. GOV-05 Committees of the Board
 - i. Approved as is.
- c. GOV-11 Code of Conduct
 - i. Tabled until December Board meeting.

SD RB

a. MOTION#2024-81 Motion to approve policies BL-01 Statement of Authority and GOV-05 Committees of the Board and move to 4 year review.

Moved by Mike B.

Seconded by Ken K.

CARRIED.

9. Strategic Plan Report

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

10. Communication between Staff and Board

a. Nothing to report.

11. Information Items

a. Donation Request – La Verendrye General Hospital Auxiliary

Nathan Young left @ 6:00 PM.

7. c. In Camera Session

a. 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#2024-82 Motion to go in camera @ 6:00 PM due to labour relations or employee negotiations, and due to personal matters about an identifiable individual.

Moved by Mike B.

Seconded by Robin D.

CARRIED.

The Board moved out of camera @ 7:22 PM.

MOTION#2024-83 Motion to accept the minutes of In-Camera session of October 23, 2024 Board Meeting.

Moved by Robin D.

Seconded by Tanis F.

CARRIED.

MOTION#2024-84 Motion for CEO to proceed as directed.

Moved by Mike B.

Seconded by Ken K.

CARRIED.

SD RB

12. Adjournment and stating of next meeting date

MOTION#2024-85 Motion to adjourn the Library Board meeting of November 21, 2024
@ 7:25 PM.

Moved by Robin D.

Seconded by Tanis F.

CARRIED.

The next meeting will be **December 19, 2024 @ 4:15pm.**

Sheri De Gagné

Sheri De Gagné, Board Chair

Richard C Bee

Richard Bee, CEO & Board Secretary/Treasurer