

Fort Frances Public Library
Board Meeting Minutes
October 23rd, 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 Wednesday, October 23rd, 2024 at 4:15pm.

Board Members in attendance: Sheri De Gagné (Chair), Robin Dennis (Vice-Chair), Councillor Mike Behan, Hue Eldridge (@ 4:24 PM), Tanis Fretter, Ken Kellar

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

Regrets: Councillor Mandi Olson, Mayor Andrew Hallikas

Call to Order @ 4:15 by Sheri De Gagné

Land Acknowledgements:

Land acknowledgement was not read out of respect to a complaint made regarding the wording of the acknowledgement.

Discussion was held regarding the Library's land acknowledgement.

Announcements: On October 21, 2024 the Town of Fort Frances officially received the immediate resignation of Mandi Olson as Town Councillor.

1. Declaration of Conflict of Interest – none

2. Approval of the Agenda

a. Board requested that item 7ci be moved below Item 11 for extended discussion.

MOTION#2024-64 Motion to accept the agenda of October 23rd, 2024 as amended.

Moved by Robin D.

Seconded by Tanis F.

CARRIED.

3. Minutes of Previous Meeting

a. June 27, 2024

b. September 19, 2024

Richard informed the Board that he noted there were errors with the final two motion numbers in the approved June 27, 2024 Board meeting minutes. He caught the mistake before drafting the September meeting minutes.

SD

RB

MOTION#2024-65 Motion to accept the minutes of June 27th, 2024 as amended.

Moved by Hue E.

Seconded by Ken K.

CARRIED.

Ken discovered an error with the mover and seconder in **Motion#2024-62** in the September 19 Board meeting minutes.

MOTION#2024-66 Motion to accept the minutes of September 19th, 2024 as amended.

Moved by Mike B.

Seconded by Hue E.

CARRIED

4. Business Arising from Minutes

- a. Transfer of Funds to Town for 2023 Expenses
 - i. The memo to transfer the funds to the Town was delivered to the Civic Centre on September 24, 2024.
- b. 2025 Budget
 - i. 2025 Capital Budget
 1. Richard shared the 2024 Capital Budget and informed the Board of current expenses from it and recommended the Board carry over the remaining amount to 2025.
 2. Discussion regarding IT allocation of capital budget.
 - a. Nathan shared that several IT projects were delayed this year due to work needing to be done for legislated purposes.
 3. Discussion regarding purchase of furniture and equipment through the Library's reserve fund.

MOTION#2024-67 Motion to carry over unspent capital budget funding from 2024 to 2025 capital budget.

Moved by Mike B.

Seconded by Robin D.

CARRIED.

5. Financial Report

- a. Discussion regarding Operational Revenue HST Excluded amounts.
- b. Discussion regarding Electrical Power expense line.

SD

RB

MOTION#2024-68 Motion to accept the financial report of September 30, 2024.

Moved by Hue E.

Seconded by Ken K.

CARRIED.

6. CEO Report

- a. Discussion regarding picnic bench located at staff entrance door.
 - i. Richard has asked the Town to move the bench, as there have been issues with drug paraphernalia and alcohol containers being left around the area.
- b. Discussion regarding the Collections report.
- c. Nathan expressed thanks to the Library for assisting the Museum with the on-going Peter Spuzak art exhibit, as the Library is hosting 13 pieces throughout the building.

MOTION#2024-69 Motion to accept the CEO report of October 23, 2024 as amended.

Moved by Tanis F.

Seconded by Robin D.

CARRIED.

7. Items for Action/Discussion

- a. Town Councillor Library Board Position Vacancy
 - i. Town Council will determine how to fill the Council seat vacancy at the upcoming Council meeting, which will determine how the Library Board vacancy will be filled.
- b. Trunk or Treat
 - i. Richard provided an update on the planning and preparation for Trunk or Treat.

8. Policy Review

- a. BL-02 Composition of the Board
 - i. Approved as is.
- b. BL-05 Meetings of the Board
 - i. Section 2.2 changed to read "shall meet at least 7 times each year" instead of 10.
- c. GOV-02 Board Orientation
 - i. Section 2.2.3 to add wording regarding budget functions and procedures, Town of Fort Frances relations, Memorandum of Understanding, on-boarding check lists.
- d. GOV-10 Advocacy
 - i. Approved as is.

SD

RB

MOTION#2024-70 Motion to approve policies BL-02 Composition of the Board, GOV-10 Advocacy and move to 4 year review, and approve policies BL-05 Meetings of the Board, GOV-02 Board Orientation as amended and move to 4 year review.

Moved by Ken K.

Seconded by Tanis F.

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. Richard shared that a staff member asked him to pass along to the Board how much they greatly appreciate being able to have September 30 off for the National Day for Truth and Reconciliation, as the day has a lot of personal meaning to them.

11. Information Items

- a. Friends of the Library September 19 2024 meeting minutes.

Nathan Young left @ 6:04 PM.

7. c. In Camera Session

- a. Unionization

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

MOTION#2024-71 Motion to go in camera @ 6:04 PM due to labour relations or employee negotiations.

Moved by Robin D.

Seconded by Mike B.

CARRIED.

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

MOTION#2024-72 Motion to accept the minutes of In-Camera session of September 19, 2024 Board Meeting.

Moved by Ken K.

Seconded by Mike B

CARRIED.

12. Adjournment and stating of next meeting date

SD

RB

October 23, 2024

MOTION#2024-73 Motion to adjourn the Library Board meeting of September 19, 2024

@ 6:44 PM.

Moved by Mike B.

Seconded by Hue E.

CARRIED.

The next meeting will be **November 21, 2024 @ 4:15pm.**

Sheri De Gagné

Sheri De Gagné, Board Chair

Richard C Bee

Richard Bee, CEO & Board Secretary/Treasurer