

**Fort Frances Public Library**  
**Board Meeting Minutes**  
**September 19<sup>th</sup>, 2024**

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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, September 19<sup>th</sup>, 2024 at 4:15pm.

**Board Members in attendance:** Sheri De Gagné (Chair), Robin Dennis (Vice-Chair), Councillor Mike Behan, Hue Eldridge,

**Staff in attendance:** Richard Bee – CEO FFPLTC, Dawn Galusha – Town of Fort Frances Treasurer

**Regrets:** Councillor Mandi Olson, Tanis Fretter, Ken Kellar, Mayor Andrew Hallikas

**Call to Order** @ 4:18 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. Richard requested to add discussion regarding a potential presentation at the 2025 OLA Superconference about MOUs. Will be added to agenda as item 7c.

**MOTION#2024-55** Motion to accept the agenda of September 19<sup>th</sup>, 2024 as amended.

Moved by Robin D.

Seconded by Hue E.

CARRIED.

**3. Minutes of Previous Meeting**

- a. June 27, 2024

**MOTION#2024-56** Motion to accept the minutes of June 27<sup>th</sup>, 2024.

Moved by Mike B.

Seconded by Robin D.

CARRIED.

SD

RB

#### 4. Business Arising from Minutes

- a. Transfer of Funds to Town for 2023 Expenses
  - i. Dawn Galusha gave a presentation regarding the amount the Town is asking to be transferred from the Library reserve, which consists of amounts from 2022 and 2023.
  - ii. Discussion regarding the amounts for each year.
  - iii. Discussion regarding the "Public Library & Technology Centre" reserve fund and who has control of the fund.

**MOTION#2024-57** Motion to rescind motion 2024-24 regarding transfer of outstanding funds. We move today to transfer current outstanding balance of \$160,564.79 from Library Board reserve to Town of Fort Frances General. This will reconcile accounts as of December 31, 2023.

Moved by Mike B.

Seconded by Hue E.

CARRIED.

Dawn Galusha left the meeting @ 5:04 PM

#### 5. Financial Report

- a. Discussion regarding Board Discretionary overage.
- b. Discussion regarding HST included operational revenue.
- c. Discussion regarding budgeting for "Hourly Part Time" expense line.

**MOTION#2024-58** Motion to accept the financial report of August 31, 2024.

Moved by Mike B.

Seconded by Hue E.

CARRIED.

#### 6. CEO Report

- a. Richard shared additional information to the report.
  - i. On Thursday, September 19, I discovered a capped needle near the picnic bench located by the staff entrance door.
    - 1. I contacted Cody Vangel, the Town's Transportation Superintendent, to ask that the bench be removed from Library grounds as it is located in a secluded area.
- b. Discussion regarding Welcoming Week open house held on Friday, September 13.
- c. Discussion regarding Copytrack claim of copyright infringement.

SD

RB

**MOTION#2024-59** Motion to accept the CEO report of September 19, 2024 as amended.

Moved by Mike B.

Seconded by Robin D.

CARRIED.

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

### **a. Trunk or Treat**

- i.** The Library will be hosting Trunk or Treat this year on Thursday, October 31.
- ii.** Discussion regarding the event and plans for it.

### **b. 2025 Budget**

- i.** Richard shared the Town's schedule for preparing and submitting budget information.
- ii.** Board plans to schedule first budget meeting on Thursday, November 7 to begin preparing for the 2025 operating budget.
  1. 2025 capital budget will be set at the next regular Board meeting.

### **c. Potential 2025 OLA Superconference presentation**

- i.** Discussion regarding potential presentation about MOUs between libraries and funding municipal councils.
- ii.** Decision was made not to take part in the presentation this year.

### **d. In Camera Session**

#### **i. Unionization**

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

**MOTION#2024-60** Motion to go in camera @ 5:58 PM due to labour relations or employee negotiations.

Moved by Robin D.

Seconded by Hue E.

CARRIED.

The Board moved out of camera @ 6:55 PM.

**MOTION#2024-61** Motion to accept the minutes of In-Camera session of June 27, 2024 Board Meeting.

Moved by Robin D.

Seconded by Mike B

CARRIED.

SD

RB

## 8. Policy Review

- a. BL-04 Powers and Duties of the Board
  - i. Approved as is.
- b. GOV-07 Policy Development
  - i. Approved as is.
- c. GOV-09 Planning
  - i. Approved as is.
- d. HR-12 Accessibility
  - i. Approved as is.
- e. OP-14 Shaw Community Hub Rental
  - i. Recommendation to remove wording "paid in full prior to the event" approved.

**MOTION#2024-62** Motion to approve policies BL-04 Powers and Duties of the Board, GOV-07 Policy Development, GOV-09 Planning, HR-12 Accessibility and move to 4 year review, and approve policy OP-14 Shaw Community Hub Rental as amended and move to 4 year review.

Moved by Hue E.

Seconded by Robin D.

CARRIED.

## 9. Strategic Plan Report

- a. No meeting was held in September to discuss preparation for next strategic plan.
- b. 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. Briefing Report from Dawn Galusha re. transfer of funds.

Richard shared concerns raised by the Friends at the afternoon's monthly Friends of the Library meeting about the apparent lack of acknowledgement of donors to the Library. Discussion was held regarding this matter.

## 12. Adjournment and stating of next meeting date

**MOTION#2024-63** Motion to adjourn the Library Board meeting of September 19, 2024 @ 7:19 PM.

Moved by Mike B.

Seconded by Hue E.

CARRIED.

SD

RB

The next meeting will be **October 23, 2024 @ 4:15pm.**

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Sheri De Gagné

Sheri De Gagné, Board Chair

Richard C Bee

Richard Bee, CEO & Board Secretary/Treasurer

SD

RB