

**Fort Frances Public Library**  
**Board Meeting Minutes**  
**April 16<sup>th</sup>, 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 Wednesday, April 16, 2025 at 4:35pm.

**Board Members in attendance:** Sheri De Gagné (Chair), Robin Dennis (Vice-Chair), Councillor Mike Behan, Tanis Fretter, Councillor Bill Morrison, Mayor Andrew Hallikas, Hue Eldridge (@ 5:07 PM)

**Staff in attendance:** Richard Bee – CEO FFPLTC

**Regrets:** Ken Kellar, Elisa McLeod - Town of Fort Frances Recreation and Culture Manager

**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#2025-36** Motion to accept the agenda of April 16<sup>th</sup>, 2025.

Moved by Tanis F.

Seconded by Mike B.

CARRIED.

**3. Minutes of Previous Meeting**

**a.** March 27, 2025

**i.** Discussion regarding amended items to CEO Report.

**MOTION#2025-37** Motion to accept the minutes of March 27, 2025.

Moved by Bill M.

Seconded by Robin D.

CARRIED.

**4. Business Arising from Minutes**

- a. 2024 Capital Budget Transfer
  - i. Richard reported that the transfer of funds from the Library's reserve fund to the Town was confirmed by Town of Fort Frances Treasurer Dawn Galusha to have occurred on Monday, March 31.

## **5. Financial Report**

- a. Discussion regarding the Salaries, Wages, Benefits expense lines.
- b. Discussion regarding the Natural Gas expense line.
- c. Discussion regarding the Municipal Buildings & Yards expense lines.
  - i. Discussion regarding Electrical Power expense line.
    - 1. Richard will contact the Town's Treasury department to inquire about the amount expensed to the Library, as there are currently no expenses allocated to that budget line.
- d. Richard provided the Board updated information about allocated and unallocated amounts from the Library controlled reserve fund, which will be shared with the Board as part of the regular financial report.
  - i. Request made to include the Town controlled reserve fund for the Library in this document.

**MOTION#2025-38** Motion to accept the financial report of April 16, 2025.

Moved by Robin D.

Seconded by Tanis F.

CARRIED.

## **6. CEO Report**

- a. Richard added to his report that he had an interview with a reporter for the Fort Frances Times regarding the Library budget on Tuesday, April 15.
- b. Richard gave thanks to the hard work and dedication of the Library's Children and Youth Services Coordinator Samantha Manty for her work during Spring Break.
- c. Discussion regarding the Library's application for Canada Summer Jobs grant.
  - i. Richard informed the Board that the amount the Library was approved for is less than was budgeted.

**MOTION#2025-39** Motion to approve using reserve funds for Enhanced and Value Added Service to continue the Summer Reading Program. These monies will offset shortage from grant money given this year 2025.

Moved by Mike B.

Seconded by Hue E.

CARRIED.

- d. Richard informed the Board that he received an estimate from Town of Fort Frances Operations & Facilities Manager Travis Rob regarding the cost to repaint the parking lot lines.
  - i. According to Travis, he estimates it would cost \$1,750 at current paint prices, with the possibility of the cost going up.
  - ii. Board decided to postpone this work and consider it as a Library capital expense for 2026.

**MOTION#2025-40** Motion to accept the CEO report of April 16, 2025 as amended.

Moved by Bill M.

Seconded by Tanis F.

CARRIED.

## 7. Items for Action/Discussion

- a. Annual CEO Performance Appraisal
  - i. Discussion regarding the revised CEO Performance Appraisal document.
    - 1. Richard will send the Appraisal document to the Board for the Board to begin with the appraisal process, along with the additional supporting documents.
  - ii. Discussion regarding GOV-08 CEO Performance Appraisal policy.
- b. In-camera Session
  - i. Move to go in-camera due to labour relations or employee negotiations.

**MOTION#2025-41** Motion to go in camera @ 5:48 PM due to labour relations or employee negotiations and due to personal matters about an identifiable individual.

Moved by Mike B.

Seconded by Hue E.

CARRIED.

The Board moved out of camera @ 6:21 PM.

**MOTION#2025-42** Motion to accept the minutes of In-Camera session of March 27, 2025 Board Meeting.

Moved by Mike B.

Seconded by Tanis F.

CARRIED.

## 8. Policy Review

- a. OP-19 Donations
  - i. Board decided to maintain current language regarding recognition and directed Richard to create a procedure for donation recognition.

**MOTION#2025-43** Motion to approve OP-19 Donations with amendments as per discussion and move to 4 year review.

Moved by Robin D.

Seconded by Hue E.

CARRIED.

## 9. Strategic Plan Report

- a. Richard contacted OLS on Monday, April 14 to request assistance with preparing for the next strategic plan.
  - i. Unfortunately, OLS consultants are at maximum capacity with "custom projects" and instead provided a link to a facilitation form to be filled out for requesting OLS assistance.
  - ii. The members of the strategic plan committee will provide Richard a date for when they are ready to start work on the next strategic plan and Richard will notify OLS.

## 10. Communication between Staff and Board

- a. Verbal report from Library IT Coordinator Evan Miller to Richard regarding low staff morale.

## 11. Information Items

- a. Nothing to report.

## 12. Adjournment and stating of next meeting date

**MOTION#2025-44** Motion to adjourn the Library Board meeting of April 16, 2025 @ 6:39 PM.

Moved by Tanis F.

Seconded by Robin D.

CARRIED.

The next meeting is **Thursday, May 15 @ 4:35 PM.**

Sheri De Gagné

Sheri De Gagné, Board Chair

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Richard Bee, CEO & Board Secretary/Treasurer