

**Fort Frances Public Library Technology Centre  
Board Meeting Minutes  
April 15, 2020**

The meeting of the Fort Frances Public Library Board was held virtually via Microsoft Teams on Wednesday, April 15, 2020 at 3:30 p.m.

**Board members in attendance:** Michael Behan, Sheri De Gagné, Robin Dennis, Andrew Hallikas, Gord McBride, Robert Schulz, Kerry Zucchiatti

**Staff:** CEO/Secretary-Treasurer – Joan MacLean, Recreation and Culture Manager – Aaron Bisson

**1. Declaration of Conflict of Interest** - There were no conflicts of interest.

**2. Approval of the Agenda**

**a. Call for Non-Agenda Items** – 5c. Policy Review

**MOTION#2020-11:** Robert S. moved to amend the agenda for the April 15, 2020 FFPLTC Virtual Board Meeting.

Seconded by Michael B.

**Carried.**

**3. Consent Agenda**

**MOTION#2020-12:** Robert S. moved to approve the consent agenda, including the amended minutes of the February 26, 2020 Board Meeting, the CEO Report, and the latest Financial Statement.

Seconded by Andrew H.

**Carried.**

**4. Business Arising from Minutes**

**5. Items for Action/Discussion:**

**a. Library Closure/Email Vote**

To comply with the Province of Ontario guidelines the board repeated the motion taken through email on March 16, 2020 to close the library.

**MOTION#2020-13:** Moved by Andrew H.

Seconded by Michael B.

**Carried.**

**MOTION#2020-14:** Moved by Robert S. to allow the staff to continue to work.

Seconded by Sheri. D

**Carried.**

**b. Emergency Preparedness Policy**

The outline of an Emergency Policy was presented to the board for input/comments.

**c. Policy Review** – Robert reminded the meeting that in light of the missed meeting in March, and with no policy review in this meeting that there are a number of policies that need to be reviewed at the next meeting.

They are as follows:

HR-13 – Psychological Health and Safety

OP-08 – Mobile Device Use

OP-12 – Reciprocal Borrowing

GOV-01 – Purpose of the Board

GOV-07 – Policy Development

**6. Information Items**

- a.** Free online AODA training available @ <https://www.aoda.ca/free-online-training/>

**7. Adjournment and statement about next meeting date.**

Short discussion regarding the purchase of a licence for the meeting software as we were generously hosted by the town for this meeting. The price for either an alternate software platform or the purchase of licence will be investigated.

**MOTION#2020-15:** Motion to adjourn the April 15, 2020 FFPLTC Virtual Board meeting @ 4:34 p.m. Moved by Robert S.  
Seconded by Kerry Z.

**Carried.**

**Next meeting – Wednesday, May 20, 2020 @3:30 p.m.**