

Fort Frances Public Library Technology Centre Board Meeting Minutes September 22, 2021

The meeting of the Fort Frances Public Library Board was in the Shaw Community Hub and via Teams on Wednesday, September 22, 2021 at 3:30 p.m.

Board members in attendance: Robin Dennis, Andrew Hallikas, Robert Schulz

Board members in attendance via Teams: Michael Behan, Sheri De Gagné

Absent: Gord McBride

Regrets: Recreation and Culture Manager – Aaron Bisson

Staff in attendance: CEO/Secretary-Treasurer, Joan MacLean

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

2. Approval of the Agenda

MOTION#2021-35: Andrew H. moved to approve the amended agenda of the September 22, 2021 Library Board meeting.

Seconded by Robert S.

Carried.

3. Consent Agenda

- i. Latest Enbridge bill reviewed. CEO updated meeting regarding the items using gas being turned off completely and the resulting lower bills. CEO will work with Facilities Management as items are turned back on to discover which is responsible for the large bills.
- ii. Potential water leak on floor near Mechanical room being investigated.
- iii. Discussion regarding grant payments to the Board account. One of the estimates is going to be lower low due to late start date and earlier end date for one summer position.
- iv. Error on budget estimate for staff member pay discussed.
- v. A policy regarding the dismissal of staff due to heat will be written under Health & Safety.

MOTION#2021-36: Robert S. moved to accept the Consent Agenda with amendments for the Sept 22, 2021 board meeting.

Seconded by Mike B.

Carried.

4. Business Arising from Minutes

a. Enbridge Bill

- i. CEO will track the cost of the gas over a year and present to board.
- ii. Occasional late payment of bills and the resulting late-payment charge discussed.

b. Board Self Evaluation

- i. CEO introduced the three-part board evaluation. Evaluations for the Board Performance as a Whole are due before the next meeting.

5. Items for Action/Discussion

a. Mandatory Vaccination Policy Draft – OP-26

- i. Discussion regarding the draft policy. The town doesn't have a policy as yet so a policy does not have to be in place until the town releases theirs and the policies should be consistent.
- ii. Point made that section 4-3) and 5-2) that ask for a medical reason for not being vaccinated may not be legal. Employers are not entitled to a medical reason in other circumstances. A note from a doctor may be required that a reason exists but the reason does not have to be stated.
- iii. There are medical reasons for persons to remain unvaccinated such as allergies. This is
- iv. From OLS – Four question sent to ministry and no answer.
 - Trends are indicating that library boards across Ontario are having a lot of thoughtful discussions with their municipalities and their health units to create policies/procedures that suit their communities on this point.
 - Many are reacting according to those directions and models, based on what is set out locally.
 - Some are waiting for aspects of ministry information, however many municipalities have already provided or strongly suggested to public libraries to follow what the municipality is doing.
 - Boards are continuing to discuss this. Stronger opinions and trends may emerge.
 - Dozens of public libraries have sought legal/HR expertise on this policy.
 - Most are following a fairly strict and hardline policy in terms of medical exemptions.
- v. Vaccination status must be checked for meetings taking place in the Shaw Room according to the legislation and the health unit.
- vi. Points made for both keeping the policy specific to COVID-19 and more general by removing specific references to COVID-19. Policy should match the municipal policy.
- vii. Vaccination policies for patrons and for employees should be separate.
- viii. Defer policy until the Town of Fort Frances issues a policy.

b. Policy Review

- i. OP-23
 - References to COVID-19 will be removed
- ii. OP-24
 - Various edits including section 3-4) to be re-written and specific references to COVID-19 removed and a new title.
- iii. OP-25
 - Various edits including changing customers to patrons.

- Policies will be edited and re-presented at the next board meeting.
- Discussion of Mandatory vaccination for entrance to the Shaw room. Procedure expanded to include programming taking place in the library.
- The library will print vaccination certificates for free.
- Walk-in clinic by Counsellor Doug Judson to include notarization.

c. Staffing Update

- i. Discussion regarding Moffatt fund grant position. An extension will be asked for.

d. In Camera Session – CEO Remuneration

MOTION#2021-37: Motion made by Robert S. to go in-camera @ 4:49 p.m.
To discuss an identifiable individual.
Seconded by Andrew H. **Carried.**

The board moved out of camera @ 4:55 p.m.

e. Board member vacancy

- i. Discussion regarding the lack of applications to be a library board member.

f. Memo from Town of Fort Frances

- i. Discussion regarding the severance of the network connection between the Town of Fort Frances and the library.

g. National Day for Truth or Reconciliation Stat Holiday

MOTION#2021-38: motion to approve Sept 30, 2021 as a statutory holiday with pay this year only without precedent or prejudice made by Andrew H.
Seconded by Sheri D. **Carried.**

6. Strategic Plan Report Card

- a. None**

7. Communication between staff and board

- a. None**

8. Information Items

- a.** Friends of the Library meeting minutes September 16, 2021
- b.** Updated Request for Reconsideration of Materials form.
- c.** Updated AODA Brochure
- d.** Bequest from Patricia Cunningham

9. Adjournment and statement about next meeting date.

MOTION#2021-39 Motion to adjourn @ 5:16 p.m. made by Mike B.
Seconded by Sheri D. **Carried.**

Next meeting – Wednesday, October 20, 2021 @3:30 p.m.