

# **Fort Frances Public Library Technology Centre Board Meeting Minutes January 19, 2022**

The meeting of the Fort Frances Public Library Board was in the Shaw Community Hub and via Teams on Wednesday January 19, 2022 at 3:30 p.m.

**Board members in attendance:** Robin Dennis

**Board members in attendance via Teams:** Michael Behan, Sheri De Gagné, Andrew Hallikas, Janet Lambert, Robert Schulz

**Staff in attendance:** CEO/Secretary – Treasurer, Joan MacLean

**Staff in attendance via Teams:** Recreation and Culture Manager, Aaron Bisson

Robin Dennis, Chair of the Library Board, officially welcomed the new board member, Janet Lambert to her first board meeting before the meeting began.

1. **Declaration of Conflict of Interest** - There were no conflicts of interest.
2. **Approval of the Agenda**
  - Addition of Information Item 8b. Policy review for next meeting
  - Addition of Item for Action/Discussion – 5e. Board Member resignation

**MOTION#2022-01:** Andrew H. moved to approve the agenda of the January 19, 2022 Library Board meeting with amendments.

Seconded by Sheri D.

**Carried.**

### 3. **Consent Agenda**

#### a. **Minutes of Previous Meetings**

Some small adjustments made to the minutes of the previous meeting.

#### b. **Financial Reports**

The CEO informed the board of the changes to the financial report since the last meeting. Revenue amounts are updated but other amounts have not changed. CEO informed the meeting that capital funds can be used for the HVAC repair after being told that they could not be used earlier. Short discussion regarding the payment of the bill and the administration of the HVAC system. Town treasury will be consulted on the use of capital funds.

**c. CEO Report**

The CEO answered questions regarding inside automatic doors that are currently in need of repair. CEO will report back to board at next meeting. Short discussion regarding attendance of board at the Annual OLA Super Conference taking place online at the beginning of February.

**MOTION#2022-02** Robert S. moved to approve the Consent Agenda with corrections to previous minutes and with action items regarding budget, HVAC repair, and automatic doors.

Seconded by Michael B.

**Carried.**

**4. Business Arising from Minutes**

**a. Enbridge/HVAC Repairs**

- CEO will try to find Enbridge bills from 2017 and beyond and update the spreadsheet

**5. Items for Action/Discussion**

**a. SAPT Shaw Room Use**

CEO updated the meeting on an idea for the SAPT to use the Shaw Room. CEO will investigate what other substance abuse prevention agencies and the homelessness committee are doing.

**b. Board Liability presentation**

Due to the computer system not being connected properly the presentation will be postponed until the February meeting.

**c. Board Legacy Document**

CEO introduced the board to a form from the OLBA, which is designed to help the board produce a legacy document as we head into an election in October. The board will complete two questions after every meeting and forward their answers to the CEO.

**d. Land Acknowledgement**

The Board decided not to make any changes to the current Land Acknowledgement

**e. Board Member Resignation**

Gord McBride submitted a letter of resignation from the Board in late December 2021. CEO told the meeting that the Town of Fort Frances had been informed of Gord's resignation. A note of thanks will be sent to Gord.

**6. Strategic Plan Report Card**

- a. CEO met with Bridge and Children's Services Clerk published two surveys regarding children's services on the library website and on social media.

**7. Communication between Staff and Board**

- a. None

**8. Information Items**

- a. Friends of the Library meetings are put on hold once again
- b. Policy Review for next meeting – OP-11, OP-20 & OP-21

**9. Adjournment and stating of next meeting date.**

**MOTION#2022-03:** Motion to adjourn @ 4:50 p.m. made by Michael B.  
Seconded by Janet L.

**Carried.**

**Next meeting – Wednesday, February 23, 2022 @3:30 p.m.**