

**Fort Frances Public Library Technology Centre**  
**Board Meeting Minutes**  
**February 23, 2022**

The meeting of the Fort Frances Public Library Board was in the Shaw Community Hub  
and via Teams on Wednesday February 23, 2022 at 3:30 p.m.

**Board members in attendance:** Michael Behan, Robin Dennis, Janet Lambert, Robert Schulz

**Board members in attendance via Teams:** Sheri De Gagné, Andrew Hallikas

**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#2022-04:** Janet L. moved to approve the agenda of the February 23, 2022 Library Board meeting.

Seconded by Michael B.

**Carried.**

**3. Consent Agenda**

**a. Minutes of Previous Meetings**

**b. Financial Reports**

The CEO was questioned about a discrepancy in the 2022 budget distributed in the board package. The CEO will report following the meeting where the discrepancy comes from.

**c. CEO Report**

The CEO informed the board that the inside automatic doors that were not working for a short time have been repaired. The CEO reported on conversations with staff that confirmed the breakdowns were not frequent enough to warrant any further action. CEO will also recalculate the circulation percentages and include them in the next circulation report.

**MOTION#2022-05** Robert S. moved to approve the Consent Agenda with action items completed by CEO regarding budget items and correction to CEO Report.

Seconded by Michael B.

**Carried.**

#### **4. Business Arising from Minutes**

##### **a. Enbridge/HVAC Repairs**

Enbridge bills from 2016 and 2017 were included in the Enbridge spreadsheets. Noted that the Enbridge bill for this February is significantly smaller than last year's bill.

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

##### **a. Policy Review**

OP-11 – The position of Program Director no longer exists so the policy now reads that the responsibility for programming now falls to the event organizer, in consultation with the CEO and that the marketing checklist will be consulted. In addition, Seven Generations Education Institute and Confederation College will be added to the marketing checklist.

OP-20 – No changes to the policy

OP-21 – CEO will add the Records Retention Schedule to the Records Retention policy on the FFPLTC website.

**MOTION#2022-06** Andrew H. moved to approve OP-11, OP-20, OP-21 with the above amendments.

Seconded by Janet L.

**Carried.**

##### **b. In Camera session: Job Description – On-Call/Casual/Draft**

**MOTION #2022-07** Motion to move in-camera made by Michael B.

Seconded by Robert S

**Carried.**

CEO introduced the Board to the proposed changes to the On-Call/Casual job descriptions.

The board moved out of camera @ 4:18

##### **c. Board Legacy Document**

Short discussion regarding the answers to the first two questions for the Board legacy document and the production of a legacy document to be ready for the next board. The board will prepare their answers for the next two questions in time for the next board meeting.

**d. Library Tree Project**

CEO circulated the Cunningham fund spreadsheet with the board package in light of the previous discussions regarding the tree project. During the meeting, the CEO explained that the costs of the Tree project are higher than anticipated. The board would like to see some prices for benches before making a donation.

**e. Board Liability presentation**

CEO made a short presentation on the subject of Board Liability.

**6. Strategic Plan Report Card**

**None**

**7. Communication between Staff and Board**

- a.** Staff were asked at the February 22 staff meeting and they did not have anything to communicate.

**8. Information Items**

Meeting with Friends of the Library took place on February 17

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

**MOTION#2022-08:** Motion to adjourn @ 4:50 p.m. made by Michael B.  
Seconded by Robert S.

**Carried.**

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