

**Fort Frances Public Library Technology Centre**  
**Board Meeting Minutes**  
**May 18, 2022**

The meeting of the Fort Frances Public Library Board was in the Shaw Community Hub  
and via Teams on Wednesday May 18, 2022, at 3:30 p.m.

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

**Regrets:** Janet Lambert

**Board members in attendance via Teams:** Sheri De Gagné

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

**MOTION#2022-16:** Motion to excuse Janet's absence from the May 18/22 meeting made by Andrew H.  
Seconded by Robert S. **Carried.**

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

**2. Approval of the Agenda**

**MOTION#2022-17:** Motion to approve agenda with amendment to include CEO appraisal in 5 b. made by Mike B.  
Seconded by Robert S. **Carried.**

**3. Consent Agenda**

**a. Minutes of Previous Meetings**

**b. Financial Reports** – Discussion included the amount in the second donation line in the revenue section has been removed but the line remains. Will be removed in the future. The amount under hardware/software expenditures is evidence of the moving forward with the agreement with the Town of Fort Frances. As requested during the meeting, will be paid with capital funds rather than the technology funds for these purchases. Electrical Power account is at almost half the yearly budget, and we are not halfway through the year. Fort Frances Power will be contacted to inquire if there is anything that can be done to reduce the amount of electricity being used to reduce the bill. Revenue from donations and sundry revenue are also down from what was predicted at budget time.

- c. **CEO Report** - brief discussion regarding the arrival of the new IT Coordinator and power washing the building due to the mould and spider webs.

**MOTION#2022-18:** Motion to approve the consent agenda with amendments. CEO to contact Power Corp regarding electric bill and moving hardware/software computer purchases to capital expense. Motion made by Andrew H. Seconded by Sheri D. **Carried.**

#### 4. Business Arising from Minutes

- a. **Enbridge/HVAC Repairs**

The CEO informed the board that the ice plant that supplies the library with heat has been shut down and the boilers have not been turned on – resulting in an Enbridge bill inline with previous expectations.

- b. **Library Mask Policy**

Discussion regarding the continuation of masking policy in the library. Noted that the health unit is still recommending masking indoors although no longer mandatory according to the provincial guidelines. CEO will poll staff regarding opinion on staff requirement to wear masks while at work at the next staff meeting. CEO will report back at the next board meeting.

**MOTION#2022-19** OP-25 be amended to change wording from mandatory to mandatory/recommended and to discuss this policy at staff meeting. Board will re-visit issue at the next meeting in June.

- c. **Library Vaccination Policy**

**MOTION#2022-20:** Motion to hold in abeyance (render inactive) OP-26 as of May 18, 2022. To include inactive date and clause of re-instating the policy as needed. Motion made by Robert S. Seconded by Andrew H. **Carried.**

- d. **Cunningham donation**

The CEO inquired if the board wants to give further direction on how the donation should be spent as this may be the last board with connections to Joyce and Patricia Cunningham. Ideas will be forwarded to the CEO.

#### 5. Items for Action/Discussion

- a. **Board Legacy Document**

The board agreed to finish the three final questions for the next meeting in June. The CEO and Board Chair will draft the final document in July and August for presentation to the board at the September meeting.

**b. CEO Appraisal**

Discussion regarding how the questions in part A are to be answered. The CEO's goals have remained the same in this year's reporting, but the objectives have changed.

**6. Strategic Plan Report Card**

- a. First Technology Survey – Bridge.
  - i. Most felt that the survey was too long. CEO will try to shorten it.

**7. Communication between Staff and Board**

- a. When will masking end for employees?

**8. Information Items**

Friend of the library meeting minutes – March 17, 2022

Reminder of board invitation to staff training with Mary O'Connor – Gentle Persuasion Techniques that will take place on June 2, 9 a.m. in the Shaw Community Hub.

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

**MOTION#2022-21** Motion to adjourn @ 5:17 p.m. made by Mike B.  
Seconded by Sheri D.

**Carried.**

**Next meeting – Wednesday, June 15, 2022 @3:30 p.m.**