

# **Fort Frances Public Library Technology Centre Board Meeting Minutes September 21, 2022**

The meeting of the Fort Frances Public Library Board was in the Shaw Community Hub and via Teams on Wednesday September 21, 2022, at 3:30 p.m.

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

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

**Regrets:** Recreation and Culture Manager, Tyler Young

**Town of Fort Frances Councillor John McTaggart completed his presentation (Item 5 c.)** before the meeting began and therefore the motions appear out of order.

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

**2. Approval of the Agenda**

**MOTION#2022-27:** Motion to approve agenda with Item 5. c. moved to the beginning of the Library Board meeting made by Sheri D.  
Seconded by Mike B. **Carried.**

**3. Consent Agenda**

**a. Minutes of Previous Meeting – June 15, 2022**

**b. Financial Reports** – CEO highlighted the used book sales up to almost pre-pandemic levels and non-resident fees have exceeded budget expectations. A request to eliminate some of the columns on the budget sheet. The town moved on to new budget software but not available to CEO for a time. CEO will be getting up to speed in the coming months. Question regarding Repairs and Maintenance account due to the installation of the HVAC computer purchased last year. Courses and conferences line is higher than budgeted due to unforeseen requirement to have a H&S representative in the building. Friends of the library will be asked to fund the trip to the OLA SuperConference next year.

**c. CEO Report** – The CEO reported and increase in new users and the new partnership with the Alzheimer’s Society. The staff are engaged in the training offered by the Alzheimer’s Society. CEO will follow up on suggestion that the

RRDLC reach out to the Rainy River Public Library to offer whatever services they can offer.

**MOTION#2022-28** Motion to approve the Consent Agenda with amendments made by Robert S.

Seconded by Janet L.

**Carried.**

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

##### **a. CEO Evaluation form**

Discussion on the three examples of CEO Evaluations. The example from the ToFF has some appeal both visually and by standardization. Goals are missing from the ToFF example. The example from another library has the advantage of setting out criteria on which the CEO should be evaluated. The Board agreed that the formats could be merged, and the preferred rating system still used. CEO will meet with Board Chair to come up with a merged version and present at the next meeting.

##### **b. Enbridge bill/spreadsheet**

CEO presented the latest version of the spreadsheet. Due to the acceptable number estimated for the year, this will no longer be a standing item on the agenda.

##### **c. Cunningham Donation**

CEO outlined a project to use the Cunningham donation for a project to put solar panels on the roof, attach rain barrels to the downspouts and cover the windows with tinted film.

Andrew made the point that we would be using donated money for a capital project and that recouping the costs should be part of our discussion with the town. The Board agrees that the CEO should move forward with the project.

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

##### **a. Board Legacy Document**

A draft of the final document was presented. Minor changes to be made.

##### **b. Policy Review**

- i. **OP-17**
- ii. **OP-04**
- iii. **OP-05**

**MOTION#2022-29** Motion to approve the Policy(s) OP-17, OP-04, OP-05 for a 4-year period made by Andrew H.

Seconded by Robert S.

**Carried.**

**c. Community Welcome Packages – guest Councillor McTaggart**

Councillor McTaggart outlined his motives for asking the library to put together welcome packages. Town of Fort Frances council has approved the idea and would like approval of the library board. Discussion included having ambassadors in the library and having whatever costs covered by Town council. Councillor McTaggart agreed with the CEO that at some point the welcome packages would move beyond an envelope of pamphlets and include volunteers from the community. The Friends of the Library could also be asked to be a part.

**MOTION#2022-26** Motion for Board to approve, in principle, the concept of Community Welcome Packages made by Robert S.  
Seconded by Andrew H. **Carried.**

**d. Stipend for window washer**

An offer to clean the outside windows for free has been made by a member of the community.

**MOTION#2022-30** Motion to approve free library family membership to window washer in appreciation for cleaning our windows for 1 year.

**e. Fine-Free in 2023**

Some of the points made during the discussion include that cancelling late fines, may represent only 1.7% of the entire Library budget, it does represent a 10% drop in revenue. Given the current financial picture, a drop in revenue may not be something that the town will agree with. Suggestion that it be presented to council that we discontinue overdue fines for all children. CEO will wait until after the election to present to new council.

**6. Strategic Plan Report Card**

- a. No current report.

**7. Communication between Staff and Board**

Staff need an in-service day and want permission to close for a day to complete some training, conduct a fire drill and re-organize some areas.

**MOTION#2022-31** Motion for Library staff to close for a day for in-service training, fire drill, re-organizing areas within library made by Janet L.  
Seconded by Andrew H. **Carried.**

**8. Information Items**

- a. Friends of the Library Meeting Minutes

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

**MOTION#2022-32** Motion to adjourn @ 5:15 p.m. made by Janet L.  
Seconded by Michael B.

**Carried.**

**Next meeting – Wednesday, October 19, 2022 @3:30 p.m.**