

**Fort Frances Public Library**  
**Board Meeting Minutes**  
**December 14<sup>th</sup>, 2023**

The meeting of the Fort Frances Public Library Board took place in the Shaw Community Hub on Thursday, December 14<sup>th</sup>, 2023 at 4:15pm.

**Board Members in attendance:** Sheri De Gagné (Chair), Robin Dennis (Vice-Chair), Councillor Mike Behan, Councillor Mandi Olson, Ken Kellar, Hue Eldridge, Tanis Fretter

**Staff in attendance:** Richard Bee – CEO FFPLTC.

**Regrets:** Mayor Andrew Hallikas

**Call to Order @ 4:15** by Sheri De Gagné

**1. Introduction**

- a. Ken was introduced to the rest of the Board, as this was his first meeting as a FFPL Board member.

**2. Discussion of 2024 Operating Budget**

- a. Further review of Library's operating budget lines was undertaken.
  - i. Operational Revenue lines were reviewed in full and approved by the Board.
    - 1. Discussion regarding what revenues are entered into each revenue line in the budget.
    - 2. Recommendation from Board to advertise revenue-generating activities more.
    - 3. Discussion regarding how HST impacts the Library budget.
      - a. Richard will inquire about HST impact on Library budget.
    - 4. Discussion regarding non-resident memberships.
      - a. Decision made by Board to increase non-resident membership rates by 3.3% for 2024.
  - ii. Operational Expense lines were reviewed.
    - 1. Richard received amounts for the Library's 2024 labour budget, and projected utility cost increases for 2024, from Town staff prior to the meeting so was able to share that information with the Board.

2. Several Municipal Buildings & Yards expense lines could not be filled as information regarding these budget lines was not available at the time of the meeting.
  3. Board expressed interest in creating a dedicated expense line for the purposes of staff wellness.
    - a. Richard will inquire into the potential of creating such a line for the 2024 budget.
- iii.** Using 2023 budget numbers to fill out remaining expenses for 2024, the projected 2024 operating budget is for \$633,000, or approximately a 5% increase from 2023.
1. The Board is content to use the budget as presented as a starting point for establishing the 2024 operating budget.

January 18, 2024  
Sheri De Gagne

RB