

Fort Frances Public Library
Board Meeting Minutes
January 17th, 2024

The meeting of the Fort Frances Public Library Board took place in the Shaw Community Hub on Wednesday, January 17th, 2024 at 4:15pm.

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

Staff in attendance: Nathan Young – Recreation and Culture Manager, Richard Bee – CEO FFPLTC.

Regrets: Councillor Mandi Olson

Call to Order @ 4:15 by Sheri De Gagné

Land Acknowledgements:

Read by Hue E.: We acknowledge that we are meeting on the territory of Treaty 3, the traditional land of the Anishinaabe people. We also recognize the local Metis Nation that shares the spiritual history of this land.

1. Declaration of Conflict of Interest – none

2. Approval of the Agenda

- a. Richard asked to include an agenda item for the Board to approve increase to Non-Resident Membership Rates.

MOTION#2024-01 Motion to accept the agenda of January 17, 2024 as amended.

Moved by Robin D.

Seconded by Hue E.

CARRIED.

3. Minutes of Previous Meeting

- a. December 14th, 2023
- b. December 20, 2023

MOTION#2024-02 Motion to accept the minutes of December 14th and December 20th, 2023.

Moved by Ken K.

Seconded by Tanis F.

CARRIED.

4. Business Arising from Minutes

- a. Response to Fort Frances Horticultural Society Letter.
 - i. A letter of response was sent on January 10.
- b. 2024 Budget Meeting
 - i. The Board will have the final special meeting to review and finalize the 2024 operating budget on January 18.
- c. Investment Options for Library
 - i. Richard and Dawn Galusha discussed investment options for the Library.
 - 1. Decision was made to move \$600,000 from the Library's Building Fund into a one-year GIC at an interest rate of 5.19%.
 - 2. Dawn shared that the Library may potentially be able to utilize the services of ONE Investment in order make mutual fund investments.
 - ii. Discussion regarding how much funds should be retained in the Building Fund to cover capital asset expenses.
 - 1. Richard will speak with Dawn to determine if a transfer needs to be made to the Town for 2023 expenses.
- d. GFL Recycling
 - i. Nathan shared with Richard that the Town would continue with their current procedure for disposing of recycling at the Memorial Centre and were not interested in sharing a recycling bin with the Library.
 - ii. Richard received a quote from GFL.
 - 1. For a 4 yard bin it would cost the Library \$40/month to rent the bin. It would then cost \$45 for each "tip", and there would also be environmental and fuel surcharges added.
 - iii. Richard shared that at the most recent staff meeting on January 12 that staff expressed they did not want to have a recycling bin at the Library.
 - 1. Staff volunteered to take the Library's recycling directly to the recycling depot during work hours.
- e. Increase Non-Resident Membership Rates for 2024
 - i. Vote to approve decision made at December 14, 2023 special budget meeting to increase non-resident membership rates.
 - ii. Rate increase will come into effect in February.

MOTION#2024-03 Motion to increase non-resident membership rates by 3.3% for 2024, with rounding to the nearest dollar.

Moved by Mike B.

Seconded by Robin D.

CARRIED.

5. Financial Report

- a. Richard was only able to share a financial report to December 31, as numbers for 2024 are not available for him to access through the Town's budget software yet.

MOTION#2024-04 Motion to accept the financial report of December 31, 2023.

Moved by Hue E.

Seconded by Tanis F.

CARRIED.

6. CEO Report

- a. Richard shared additional information to the report.
 - i. On January 16 Richard was informed the Library's Canada Summer Jobs application was approved. Unfortunately the reimbursement amount for the salary covers \$16.55/hour instead of the full amount of \$18.49/hour.
 - ii. The Library's Young Canada Works application was submitted on January 16.
 1. If application is approved, the Library will be compensated for approximately half the cost of the position's salary and mandatory employment related costs (MERCs).
 - iii. Richard had a meeting with Tony Elders to discuss the Rainy River Stewardship's tender to replace trees from the Library of Trees space.
 1. He did not receive any tenders for the project. He will now speak with the Town's Interim CAO Travis Rob to see if he can place an order for trees through the Town.
- b. Discussion regarding the Library contacting schools in town to directly promote library programming to teachers.
- c. Board requested that future CEO Reports include news articles that feature the Library.

MOTION#2024-05 Motion to accept the CEO report of January, 2024 as amended.

Moved by Ken K.

Seconded by Tanis F.

CARRIED.

7. Items for Action/Discussion

- a. 2024 Budget Presentation to Town Council – February 12, 2024
 - i. Richard and Sheri met on January 11 to discuss the planned budget presentation to Town Council and spoke with Municipal Clerk Gabrielle Lecuyer to schedule the presentation for Monday, February 12.

- ii. Recommendation was made to bring supporters to the meeting.
- b. 2023 Annual Report
 - i. A presentation has been tentatively scheduled for this May for the Library to present to council the annual report.
 - ii. Richard and Sheri, during the budget presentation planning meeting, also discussed how to structure the Library's annual report, as the Library has not formally created one in several years.
 - 1. The plan is to use the 2019-2023 Strategic Plan as the principal structure for the report, then incorporate elements from the Valuing Ontario Libraries Toolkit into the report.
- c. Policy Review – FN-05 Respect and Acknowledgement Declaration
 - i. Wording of the land acknowledgement was altered on the website some time ago but not in the official policy.
 - ii. Discussion regarding updating the land acknowledgement entirely and of potentially incorporating it into the next strategic plan.
 - 1. Richard will review Library policies to determine which should be reviewed alongside the development of the new strategic plan.
- d. In Camera Session

MOTION#2024-06 Motion to go in camera @ 5:19 PM due to personal matters about an identifiable individual.

Moved by Hue E.

Seconded by Robin D.

CARRIED.

MOTION#2024-07 Motion to accept the minutes of In-Camera Session of December 20, 2023 Board Meeting.

Moved by Hue E.

Seconded by Robin D.

CARRIED.

The Board moved out of camera @ 5:34 PM.

8. Policy Review

- a. FN-04 Intellectual Freedom
 - i. Discussion regarding intellectual freedom challenges libraries face and discussion regarding importance of intellectual freedom.
 - ii. Policy is approved as is.
- b. GOV-03 Board Training
 - i. Amended to change the word "will" to "may" in section 2-1.

January 17, 2024

- c. Policies HR-01 Prevention of Discrimination and Harassment, HR-02 Prevention of Workplace Violence, HR-03 Health and Safety tabled for further discussion.
 - i. Nathan shared the Town launched a new EAP with Telus Health for Town staff this past October that Richard was unaware of.
 - 1. Richard will contact HR Manager Alyssa Derksen regarding whether Library staff are included in the program.

MOTION#2024-08 Motion to approve policy FN-04 Intellectual Freedom and move to 4 year review, and approve policy GOV-03 Board Training as amended and move to 4 year review.

Moved by Ken K.

Seconded by Hue E.

CARRIED.

9. Strategic Plan Report

- a. Richard has asked staff to review the 2019-2023 Strategic Plan and to have them determine if their position had been able to meet the goals within the plan.

10. Communication between Staff and Board

- a. Nothing to report.

11. Information Items

- a. Friends of the Library Meeting Minutes – December 14, 2023
- b. CIBC Bonus Rate GIC Confirmation – December 22, 2023
- c. Thank you card from the Fort Frances Kiwanis Club for use of the parking lot for the Santa Claus parade

12. Adjournment and stating of next meeting date

MOTION#2024-09 Motion to adjourn the Library Board meeting of January 17, 2024 @ 6:14 PM.

Moved by Tanis F.

Seconded by Mike B.

CARRIED.

The next meeting will be **February 15th, 2024 @ 4:15pm.**

February 15, 2024
Sheri Df Gagne
Richard C See