

**Fort Frances Public Library Board
Board Meeting Minutes
September 29th, 2023**

The meeting of the Fort Frances Public Library Board took place in the Shaw Community Hub on Friday, September 29th, 2023 at 4:15pm.

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

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

Regrets: Tanis Fretter

Call to Order @ 4:15 by Sheri De Gagné

Announcement: Resignation of Janet Lambert on September 8

Land Acknowledgements:

Read by Robin Dennis: 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. Request to add discussion about Town Committee By-law by Nathan Young. Item added to Section 7 before In-Camera Session.

MOTION#2023- 40 Motion to accept the agenda of September 29, 2023, as amended.

Moved by Robin D.

Seconded by Hue E.

CARRIED.

3. Minutes of Previous Meeting

a. June 28th, 2023

MOTION#2023-41 Motion to accept the minutes of June 28, 2023.

Moved by Mike B.

Seconded by Hue E.

CARRIED.

4. Business Arising from Minutes

- Press release for Cunningham donation – Fort Frances Times article published on July 27.
- Potential Service Agreement with Couchiching First Nation – Both Nadine and Richard were unable to dedicate time prior to the Board meeting to inquire with Couchiching First Nation Band Office regarding potential service agreement.
- Library Services Agreement – Township of Alberton
 - a. 2.5% was an averaged CPI for the agreement.
 - b. Initial cost of \$3,500 in 2016 was total number of Alberton users multiplied by non-resident membership fee. Desire was to provide service to Alberton residents for a reasonable rate.
 - c. Discussion among the Board about the annual rate of increase, and the length of the service agreement.
 - d. Decision is to make a 3 year agreement (January 1, 2024 – December 31, 2026), with a CPI cost equal to CPI minus the rate for food.

MOTION#2023- 42 Regarding Public Library Services Agreement between FFPL Board & Township of Alberton expiry December 31, 2023. Board Agrees in principal to a 3 year service agreement with price rate of CPI excluding food each year adjustment starting from current 2023 rate.

Moved by Mandi O.

Seconded by Robin D.

CARRIED.

5. Financial Report

- Discussion regarding concerns about variance for Operational Revenue HST Excluded.
 - The Library is waiting on payment for YCW grant as well as the provincial operating and pay equity grants.

MOTION#2023-43 Motion to accept the financial report of September 22, 2023.

Moved by Hue E.

Seconded by Robin D.

CARRIED.

6. CEO Report

- Reviewed as presented, with addendum reported by Richard.
 - a. Discussion regarding the Library not hosting Trunk or Treat this year.
 - b. Discussion regarding the Moffat Family Fund Grant and the hiring of the Cultural Heritage Series Coordinator position from the grant.
 - c. Discussion regarding incident with child left at Library at closing time on September 22.

- i. Richard will investigate what other public libraries do for unattended children.

MOTION#2023-44 Motion to accept the CEO report & addendum of September 29, 2023.

Moved by Mike B.

Seconded by Sheri D.

CARRIED.

7. Items for Action/Discussion

- a. Board Meeting Dates/Times – Board will meet the 4th Wednesday of the month at 4:15 PM.
- b. 2024 Budget
 - i. Carpet Project
 - 1. Will not occur in 2023, as it is not a safety issue.
 - 2. Project will be postponed until plan for project is developed.
- c. Janitorial Contract
 - i. 2024 budget will be substantially higher than 2023.
 - 1. Concern raised the Janitorial Services expense line may be higher for 2024 than previous years.
 - ii. Richard will submit tender for applications.
- d. 2023 Holiday Closures
 - i. Library will be closed October 2 due to Town recognizing National Day for Truth and Reconciliation as a paid holiday.
 - 1. Policy states paid holidays on Saturdays are recognized on the following Monday.
 - ii. Library will also be closed November 13 due to Remembrance Day falling on a Saturday this year.
- e. 2024-2028 Strategic Plan
 - i. OLS can provide free consultation services.
 - ii. Board expressed their pleasure with assistance received from OLS during making of 2019-2023 Strategic Plan.
 - 1. Richard will contact OLS for assistance with the strategic plan.
- f. FFPLTC Adoption of TOFF Video Surveillance Policy
 - i. Sheri reported the Town passed Policy #1.22 Video Surveillance, which covers the Library.
- g. Committee By-Law
 - i. Library is listed in the by-law (# 75-23).
 - ii. Recommendation given to request of the Town that the Board be allowed to review Library applicants.
- h. In Camera Session

MOTION#2023-45 Motion to go in camera @ 6:02 PM due to personal matters about an identifiable individual.

Moved by Hue E.

Seconded by Robin D.

CARRIED.

MOTION#2023-46 Motion to accept the minutes of In Camera Session of June 28 Board Meeting.

Moved by Mike B.

Seconded by Hue E.

CARRIED.

The Board moved out of camera @ 6:30 PM.

8. Policy Review

- No Policies reviewed this meeting.
 - Policy OP-13 Registration, which was scheduled for review at the June meeting, will be reviewed at October meeting.

9. Strategic Plan Report

- Paper copies of the Action Plan for the 2019-2023 were distributed to Board members for review to assist with 2024-2028 Strategic Plan development.

10. Communication between Staff and Board

- a. Two items staff wished the Board to consider from September 22 staff meeting.
 - i. Staff strongly desire the Library to become "fine free".
 - ii. Staff raised concerns about potential partnerships/associations with transphobic organizations.
 - 1. Discussion regarding recent community events was held.
 - a. The Board will review Policy OP-15 Sponsorship at the October meeting.

11. Information Items

- a. Correspondence – none
- b. Friends of the Library Meeting Minutes – June 15, 2023
- c. July 27th Fort Frances Times Article – "Joyce Cunningham family legacy lives on with donation"
- d. Information re. Service Agreement with Township of Alberton
- e. Public Library Services Agreement January 1, 2019 – December 31, 2023

12. Adjournment and stating of next meeting date

MOTION#2023-47 Motion to adjourn the Library Board meeting of September 29, 2023 @ 6:46 PM.

Moved by Mike B.

Seconded by Robin D.
CARRIED.

The next meeting will be **October 25th, 2023 @4:15pm.**