

**Fort Frances Public Library Technology Centre  
Board Minutes  
December 18, 2019**

The meeting of the Fort Frances Public Library Board was held on Wednesday, December 18, 2019 at 3:30 p.m. in the Shaw Community Hub

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

**Regrets:** Sheri De Gagné, Kerry Zucchiatti

**Staff:** CEO/Secretary-Treasurer – Joan MacLean

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

**3. Approval of the Agenda**

**a. Call for Non-Agenda Items** – None

**4. Consent Agenda**

A request was made that the statistic reports no longer be listed separate from the CEO report in the meeting agenda.

MOTION#2019-84: Robert S. moved to accept the agenda as amended

Seconded by Andrew H.

**Carried**

A request was made to change Service Fees in the November 20, 2019 meeting minutes to User Fees before publishing on the library's website.

MOTION#2019-85: Motion to accept the minutes of November 20, 2019 as amended made by Michael B.

Seconded by Gord McBride.

**Carried**

MOTION#2019-86: Andrew H. moved to approve the CEO Report as discussed.

Seconded by Robert S.

**Carried**

**5. Business Arising from Minutes**

**a. Staff Discipline policy regarding impairment @work.**

As requested at the last meeting, OLS-N was contacted to request the use of their impaired @ work policy as a template for a policy of our own. OLS-N deemed sharing their policy not appropriate for a public library and advised that amendments should be made to our HR-07 policy instead of drafting an entirely new policy. CEO will be putting together a package for discussion when the HR-07 policy is next reviewed.

**6. Items for Action/Discussion:**

**a. Library Finance Discussion**

No end-November Financial Statement from the town.

**Tabled**

b. 2020 Budget

Discussion regarding the 2020 budget centred on budget lines that the library has no control over and that the schedule changes will bring down the amount of Hourly Part-Time & Student Salaries/Wages.

c. Policy review – HR-10 and HR-11

No changes made.

MOTION#2019-87: Michael B. moved to approve Policies HR-10 and HR-11 and review again in four years.

Seconded by Gord M.

**Carried**

**7. Information Items**

a. Board training in the Makerspace THINK Hub scheduled for Wednesday, February 5, 2020 @ 3:30 p.m.

b. Please review long version of Strategic Plan and make note of any needed updates.

**8. Adjournment and statement about next meeting date – 4:20 p.m.**

MOTION#2019-88: Michael B. moved to adjourn the meeting.

Seconded by Gord M.

**Carried**

Next meeting - January 22, 2020 3:30 p.m.