

# **Fort Frances Public Library Technology Centre Board Meeting Minutes May 20, 2020**

The meeting of the Fort Frances Public Library Board was held virtually via Microsoft Teams on Wednesday, May 20, 2020 at 3:30 p.m.

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

**Regrets:** Gord McBride

**Staff:** CEO/Secretary-Treasurer – Joan MacLean, Recreation and Culture Manager – Aaron Bisson

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

**2. Approval of the Agenda**

**a. Call for Non-Agenda Items** – 4c. Library Storage Shed

**MOTION#2020-16:** Andrew H. moved to approve the amended agenda for the May 20, 2020 FFPLTC Virtual Board Meeting.

Seconded by Michael B.

**Carried.**

**3. Consent Agenda**

**MOTION#2020-17** Robert S. moved to approve the consent agenda, including the change in policy number for the new policy OP 23 Safe Handling of Returns to be discussed today, and the latest Financial Statements.

Seconded by Sheri D.

**Carried.**

**4. Business Arising from Minutes**

**a. Electricity rebate**

As discussed during the Financial Statement portion of the Consent Agenda, the CEO is directed to obtain a quote for the Library to have a separate electric meter.

**b. IT Support Agreement Approval**

**MOTION#2020-18** Andrew H. moved to approve the IT Support Agreement

Seconded by Kerry Z.

**Carried.**

**c. Library Storage Shed** – the CEO will begin the process of getting the storage shed built.

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

**a. New Policy – OP-23 Safe Handling of Returns**

After the removal of the use of plastic bags, the policy was approved in principle, acknowledging that it will be an evolving policy as more is learned about the novel virus COVID-19 and how to safely handle returned items.

**MOTION#2020-19:** Moved by Andrew H.

Seconded by Robert S.

**Carried.**

**b. Policy Review**

HR-13 – Psychological Health and Safety

- Move to 4 year review

OP-08 – Mobile Device Use

OP-12 – Reciprocal Borrowing

GOV-01 – Purpose of the Board

- Change 3-5 to the legal name of the board

GOV-07 – Policy Development

**MOTION #2020-20:** Moved by Michael B. to adopt the policies as reviewed, incorporating discussed changes for a four year period.

Seconded by Sheri D.

**Carried.**

**6. Information Items**

**7. Adjournment and statement about next meeting date.**

**MOTION#2020-21:** Motion to adjourn the May 20, 2020 FFPLTC Virtual Board meeting @ 4:36 p.m. Moved by Michael B.

Seconded by Andrew H.

**Carried.**

**Next meeting – Wednesday, June 17, 2020 @3:30 p.m.**