

**Fort Frances Public Library Technology Centre  
Board Meeting Minutes  
December 16, 2020**

The meeting of the Fort Frances Public Library Board was in the Shaw Community Hub at the FFPLTC on Wednesday, December 16, 2020 at 3:30 p.m.

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

**Absent:** Recreation and Culture Manager – Aaron Bisson

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

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

**2. Approval of the Agenda**

**MOTION#2020-57:** Andrew H. moved to accept the agenda of the December 16 2020 Library Board meeting as amended.

Seconded by Robert S.

**Carried.**

**3. Consent Agenda**

**b.** CEO presented a new version of the budget to incorporate suggested changes.

**MOTION#2020-58:** Robert S. moved to accept the consent agenda (as amended) including Minutes, Financial Report, and CEO Report.

Seconded by Sheri.

**Carried.**

**4. Business Arising from Minutes**

**a. Appeal Process addition to HR-01**

The board discussed the finer points of an addition of an appeal process to the HR-01 policy in light of the memo written by the Town of Fort Frances HR Manager and decided against the addition.

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

**a. In-Camera Session**

**MOTION#2020-59** Andrew H. moved to go in-camera at 4:00 p.m. regarding a matter about an identifiable individual.

Seconded by Kerry Z.

**Carried.**

The Board moved out of camera @ 4:08 p.m.

**MOTION#2020-60:** Motion for the CEO to act as the board directs made by Kerry Z.

Seconded by Mike B.

**Carried.**

**b. Cell Phone for Library**

**MOTION#2020-61:** Be it resolved that the Board authorizes the CEO to purchase a cell phone and data plan for \$800.00 for use in texting patrons. Moved by Andrew H.

Seconded by Robert S.

**Carried.**

**c. Tenders for Janitorial Contract**

A discussion regarding the increased price of the only tender received for the janitorial contract.

**d. Policy Review**

i. HR-05

ii. HR-07

iii. BL-03

**MOTION#2020-62** to approve the above policies, with discussed changes and be remain on a four year reviewed period made by Gord M.

Seconded by Kerry Z.

**Carried.**

**c. Information Items**

- a. Friends of the Library Meeting Minutes for November 18.
- b. Electrical Inspection on December 7 – passed.
- c. Provincial COVID Safety Plan.
- d. Library will be checking out Ontario Parks passes in the New Year.
- e. Jeers in Newspaper.

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

**MOTION#2020-63** to adjourn @ 4:55 p.m. made by Sheri D.

Seconded by Robert S.

**Carried.**

**Next meeting – Wednesday, January 20 2021 @3:30 p.m.**