

Fort Frances Public Library Technology Centre Board Meeting Minutes October 20, 2021

The meeting of the Fort Frances Public Library Board was in the Shaw Community Hub and via Teams on Wednesday, October 20, 2021 at 3:30 p.m.

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

Board members in attendance via Teams: Sheri De Gagné

Staff in attendance: 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

MOTION#2021-40: Gord M. moved to approve the agenda of the October 20, 2021 Library Board meeting.

Seconded by Robert S.

Carried.

3. Consent Agenda

- i. The CEO answered questions regarding the End September budget. Questions regarding the increases in salaries for the 2022 Budget forecast and an error in the 2021 Labour budget.
- ii. CEO informed the board that the garden has been dug and will be ready for planting in the spring.
- iii. CEO updated the board on an issue with the separate HVAC system that needs repairs.
- iv. CEO updated the meeting about the library boilers being ignited without the cooling system being turned off and the continuing investigation of the HVAC system.

MOTION#2021-41: Andrew H. moved to accept the Consent Agenda with additions to the CEO report for the October 20, 2021 board meeting.

Seconded by Mike B.

Carried.

4. Business Arising from Minutes

- a. Health and Safety Program – additions regarding heat
- b. Enbridge Bill
 - i. Spreadsheet

- Brief discussion regarding the tracking spreadsheet created to track gas and non-gas charges.

c. Board Member Applications

MOTION#2021-42: Motion to go in-camera @ 4:12 p.m. made by Robert S. regarding an identifiable individual.

Seconded by Andrew H.

Carried.

The Board moved out of camera at 4:17 p.m.

d. Board Self Evaluation

i. Results

- The Library Board Chair read a summary of the remarks made for the Board Self-Evaluation.

5. Items for Action/Discussion

a. Board Education - Guest Speaker Trudy McCormick

– Presentation on the subject of board meetings took place at the beginning of meeting.

b. Jeremy Gruttner's resignation

- i. CEO informed the Board of the publication of the vacancy and close date.

c. 2022 Budget – Draft

- i. Discussion regarding the 2022 budget. CEO answered questions regarding the first draft of the budget. Provided some clarification regarding budget lines and explanations of how various numbers are determined. More discussion regarding the gas bill and the problems regarding the HVAC system.
- ii. Perhaps council should be approached regarding an increase of the Library Budget considering so many numbers are out of the Library's control. Revenue lines are going to take time to recover. CEO will trim the budget as much as possible without cutting services or materials. Ask council to let us know what we should cut. An argument can be made regarding how much of the budget is beyond the control of the CEO and the Board – utilities, gas and insurance. Hours should not be cut as the library will not meet the needs of the community. CEO should aim for a 4% increase. Donations line may be too low. Patron numbers will come back. Insurance will increase 20-30% this year. The plan to go fine-free for 2022 will be tabled at this time. Budget meeting will take place on Tuesday, November 9, 2021 @ 3:30 p.m. in the Shaw Room.

d. Policy Review

i. OP-23

- Amendment to title suggested

ii. OP-24

iii. OP-25

MOTION#2021-43: Motion to approve policies OP-23, OP-24, OP-25 as amended for a 1 year period made by Robert S.

Seconded by Gord M.

Carried.

HR-01, HR-02, HR-03 will be reviewed at the November meeting.

6. Strategic Plan Report Card

a. None

7. Communication between Staff and Board

b. None

8. Information Items

c. Friends of the Library Meeting October 21, 2021

9. Adjournment and stating of next meeting date.

MOTION#2021-44 Motion to adjourn @ 4:48 p.m. made by Mike B.

Seconded by Andrew H.

Carried.

Next meeting – Wednesday, November 17, 2021 @3:30 p.m.