

# **Fort Frances Public Library Technology Centre Board Meeting Minutes June 15, 2022**

The meeting of the Fort Frances Public Library Board was in the Shaw Community Hub and via Teams on Wednesday June 15, 2022, at 3:30 p.m.

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

**Staff in attendance:** CEO/Secretary – Treasurer, Joan MacLean, Recreation and Culture Manager, Tyler Young

**The IT Coordinator, Evan Miller completed his presentation (Item 6 a.)** before the meeting began.

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

## **2. Approval of the Agenda**

**MOTION#2022-22:** Motion to approve agenda for the June 15, 2022, Library Board meeting made by Mike B.

Seconded by Andrew H.

**Carried.**

## **3. Consent Agenda**

### **a. Minutes of Previous Meeting – May 18, 2022**

**b. Financial Reports** – Discussion included a bump in Shaw Community Hub revenues and the expenses that are charged to the Hardware/Software Maintenance budget line. Some of the items included in this line will be paid out using capital funds when all the updates to the library equipment that needs to be updated under our agreement with town IT is purchased. The CEO updated the Board regarding the investigation into the high electric bills and the current situation regarding how the library is billed for electricity. CEO will contact CEO of FFPC. Purchasing for library materials is going well and CEO and staff have agreed to finish up purchasing in November to avoid the last-minute rush for December dated invoices, and the PLOG (Public Library Operating Grant) has returned to the regular season for deposit. I filled out the application a few weeks ago so we are just awaiting the deposit. The dates changed during COVID to help small libraries that were struggling.

- c. **CEO Report** – Board is pleased with the amount raised at the Friends of the Library Annual Booksale. A thank you card will be signed and given to the Friends at the next meeting. A thank you card will be sent to the RRDstewardship too.

**MOTION#2022-23** Motion to approve the consent agenda made by Robert S.  
Seconded by Sheri D. **Carried.**

#### 4. **Business Arising from Minutes**

- a. **Library Mask Policy**

The CEO informed the Board that a poll had been taken regarding ceasing to ask staff and patrons to wear masks in the library. The result of the poll was 10 staff members voting for mask use to be discontinued and four abstaining. Short discussion regarding how the policy should remain in place but held in abeyance in case it is needed once again.

**MOTION#2022-24** Motion to hold in abeyance OP-25 Mandatory Use of Mask/Face Covering policy made by Andrew H.  
Seconded by Janet L. **Carried.**

- b. **CEO Evaluation**

The Board Chair informed the Board that the final version of the CEO evaluation has been completed. The Chair and the CEO will meet during the summer to discuss some of the improvements needed with the Town of Fort Frances HR Manager.

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

- a. **Board Legacy Document**

The spreadsheet that now has the Board answers to the final three questions was presented. The CEO and Board Chair will draft the final document in July and August for presentation to the Board at the September meeting.

- b. **Library Accounts/Transfer of Funds**

CEO presented the Transfer Memo of Capital Funds to be signed by the Chair and Vice Chair. The funds to be transferred were used to purchase the new chairs in the Shaw Room. The CEO reviewed the various donation accounts that have been donated for a specific purpose.

- c. **Board Attendance**

As the end of the Board term is nearing, the CEO presented the attendance spreadsheet that shows the attendance of each member over the four-year term.

**6. Strategic Plan Report Card**

- a. Preliminary Bridge Survey report – Evan Miller  
Evan reported at the beginning of the meeting about our participation in the Bridge project and our difficulties with the online survey.
- b. Introduction to Edge – CEO introduced the Edge Program to the Board. Edge is a program that teaches libraries to find and leverage data about their communities.

**7. Communication between Staff and Board**

- a. Looking forward to masks ending.

**Information Items**

Friends of the Library meeting minutes – June 16, 2022

**8. Adjournment and stating of next meeting date.**

**MOTION#2022-25** Motion to adjourn @ 4:55 p.m. made by Janet L.  
Seconded by Sheri D.

**Carried.**

**Next meeting – Wednesday, September 21, 2022 @3:30 p.m.**