

**Fort Frances Public Library Technology Centre
Board Meeting Minutes
November 23, 2022**

The meeting of the Fort Frances Public Library Board was in the Shaw Community Hub on Wednesday November 23, 2022, at 3:30 p.m.

Board members in attendance: Sheri De Gagné, Robin Dennis, Janet Lambert, Robert Schulz

Staff in attendance: CEO/Secretary – Treasurer, Joan MacLean

Regrets: Mike Behan, Andrew Hallikas

Staff Regrets: Recreation and Culture Manager, Tyler Young

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

2. **Approval of the Agenda**

- a. Call for non-Agenda Issues
 - 8. b. Local authors

MOTION#2022-38: Motion to accept the agenda with the amendment. Moved by Janet L.

Seconded by Sheri D.

Carried.

3. **Consent Agenda**

a. **Minutes of Previous Meeting**

i. **October 19, 2022**

b. **Financial Reports & Budget 2023 Draft –**

- CEO gave an overview of the outstanding amounts on the revenue side of the budget for 2022. The Public Library Operating Grant (PLOG) is still outstanding (\$19,137.00) as are two cheques for \$10,000.00 each from the Friends of the Library, (one deposited in an account that does not show on the budget and the other obtained the previous Thursday) the Moffat Fund, (\$7658.50), and the grant for Trunk or Treat from Enbridge (\$2000.00).
- the amount in Hardware/Software maintenance is due to the upgrades to the library computer systems to be compatible with the town systems. CEO will

be finding out how much is yearly and belongs in the budget and how much will be transferred from the Gagne Technology Funds Technology.

- The Town of Fort Frances has let the CEO know that the one of the investments has come due. Board needs more information to decide. Board Chair will contact Deputy Treasurer Jamie Holliday and report back at the next meeting.

MOTION#2022-39: Motion to ask the Friends of the Library for the \$500.00 Board Discretionary Fund. Made by Robert S.

Seconded by Janet L.

Carried.

c. CEO Report – CEO informed the board of the following additions:

- The windows have been cleaned as per discussion at October meeting.
- All public access computers are now open and available for use.

Discussion regarding the lack of participation in Trunk or Treat by other organizations this year. Suggestions include letting other agencies organize Trunk or Treat and hold it elsewhere next year as the committee running Operation Safe Halloween no longer runs any of their programs.

MOTION#2022-40 Motion to approve Consent Agenda with amendments to CEO report, budget numbers subject to change and movement of Capital Funds from CIBC added made by Robert Schulz.

Seconded by Sheri D.

Carried.

4. Business Arising from Minutes

a. Joan's Goals

Discussion regarding the goals. Joan will update with more detail regarding surveys and include the Solar Panel project. Updated versions will be submitted at the December Board meeting.

MOTION#2022-41 Motion to re-visit Joan's Goals with amendments for December meeting made by Janet L.

Seconded by Sheri D.

Carried.

5. Items for Action/Discussion

a. Requests for Free Shaw Room

Discussion regarding the use of the Shaw Room for free. Letters informing both groups that they will not be given the use of the Shaw Room for Free.

b. Staffing – In Camera Session

MOTION#2022-42 Motion to move in-camera @ 4:51 p.m. to discuss an identifiable individual. Made by Robert S.

Seconded by Janet L.

Carried.

The board moved out of camera @ 4:55 p.m.

c. Fine Forgiveness Re-Boot

The CEO outlined an idea to have a Fine Free day or period. Decision to have an amnesty week during Thanksgiving.

6. Strategic Plan Report Card

- a. Short review of the report card included in the board package. Some edits to the letter to new council

7. Communication between Staff and Board

Our newest staff member communicated her gratitude for her job here in the Library.

8. Information Items

- a. Friends of the Library Meeting Minutes – October 20, 2022
- b. Local Authors – Sheri D. sends her thanks to Nadine regarding her quick and precise work in creating a local author collection in our on-line circulation system so authors can be quickly found. A space will be made for this collection.

9. Adjournment and stating of next meeting date.

MOTION#2022-43 Motion to adjourn meeting @ 5:20 p.m. on November 23, 2022, made by Robert S.

Seconded by Janet L.

Carried.

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