

Fort Frances Public Library Technology Centre
Board Meeting Minutes
March 29, 2023

The meeting of the Fort Frances Public Library Board took place in the Shaw Community Hub on
Wednesday, March 29, 2023 at 4:00pm.

Board Members in Attendance: Sheri De Gagné, Robin Dennis, Hue Eldridge, Tanis Fretter,
Mandi Olson

Ex officio member in attendance: Mayor Andrew Hallikas

Staff in attendance: Interim CEO Nadine Cousineau

Regrets: Janet Lambert, Mike Behan, Tyler Young

Called to order at 4:00 pm by Sheri D

Land Acknowledgements:

The land acknowledgement was inclusive of Mandi O sharing her name, clan and community, which was supported by a teaching of what her name means and the importance this brings to the physical space we gathered in.

Read by Robin D: We acknowledge that we are meeting on the territory of Treaty 3, the traditional land of the Anishinaabe people. We also recognize the local Metis Nation that shares the spiritual history of this land.

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

2. **Approval of the Agenda**
 - a. **Call for non-agenda issues**
 - i. Request for presentation from Tech Coordinator, Evan Miller about his experience at OLA Superconference for next meeting.

MOTION#2023-12: Approval of the agenda moved by Hue Eldridge.
Seconded by Robin Dennis.
CARRIED.

3. **Business Arising from Minutes**
 - i. Notes from Dawn Galusha's visit – signing authorities were likely outdated due to changing of Library Board chair. Sheri D has been added as a signing authority.

4. **Consent Agenda**

- a. Minutes of previous meeting
 - i. February 22, 2023
- b. Financial Reports
 - i. The formula used for calculating the billing amounts for heating the library was discussed. Nadine C will get the formula from Tyler Y.
 - ii. A brief conversation regarding revenues took place as they are very low so far. The library receives several grants throughout the year. The Public Library Operating Grant is received later in the year and accounts for a substantial portion of revenues.
 - iii. Questions regarding “Advertising & Public Notices” line on budget. The amount is very high for how early it is in the year. The Board will continue to track activity.
- c. CEO Report

MOTION#2023-13: Motion to accept the consent agenda and monitor “Advertising and Public Notices” line on budget made by Mandi Olson.
Seconded by Tanis Fretter.
CARRIED.

5. Items for Action/Discussion

- a. **Naloxone Policy**
 - i. A Naloxone Administration Policy & Procedure will be developed by Nadine C and brought forward at the next Board meeting.
- b. **Policy Review**
 - i. FN-01
 - ii. OP-16
Question regarding insurance coverage if a volunteer is injured within the library while volunteering. Nadine C will check the insurance policy.

MOTION#2023-14: Motion to approve policy #FN-01 and move to 4 year review made by Robin Dennis.
Seconded by Hue Eldridge.
CARRIED.

MOTION#2023-15: Motion to approve policy #OP-16 as amended and move to a 4 year review made by Tanis Fretter.
Seconded by Robin Dennis.
CARRIED.

c. **Janitorial Tender** - Tabled.

d. **In-camera Session**

MOTION#2023-16: Motion to go in-camera at 4:45pm due to personal matters about an identifiable individual (Public Libraries Act (4)(b)) made by Hue Eldridge. Seconded by Tanis Fretter.
CARRIED.

The Board moved out of camera at 5:34pm.

6. Strategic Plan Report Card

- i. The Strategic Plan ends this year. There has been some discussion about possibly extending the plan due to interruptions from COVID-19. Nadine C will contact OLS about how to move forward with the Strategic Plan.

7. Communication between Staff and Board

- i. Nadine C discussed possible team building opportunities for the library staff.

8. Information Items

- i. Correspondence – no correspondence
- ii. Friends of the Library Meeting Minutes - February 16, 2023
- iii. Good Samaritan Act
- iv. Opioids and Naloxone

9. Adjournment and stating of next meeting date

MOTION#2023-17: Motion to adjourn the library board meeting at 5:42pm made by Mandi Olson.
Seconded by Robin Dennis.
CARRIED.

The next meeting will be **Wednesday, April 26, 2023 @ 4:00pm.**