

# **Fort Frances Public Library Technology Centre**

## **Board Meeting Minutes**

### **January 25, 2023**

The meeting of the Fort Frances Public Library Board was in the Shaw Community Hub on Wednesday January 25, 2023, at 4:00 p.m.

**Board members in attendance:** Mike Behan, Sheri De Gagné, Hue Eldridge, Janet Lambert

**Board members in attendance by phone:** Robin Dennis

**Regrets:** Mandi Olson, Tanis Fretter

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

- i. **Item 5F.** Volunteer hours for staff
- ii. **Item 5G.** In-Camera session
- iii. **Item 8C.** Correspondence

**MOTION#2023-01:** Approval for agenda as amended made by Mike Behan  
Seconded by Janet L. **Carried.**

**3. Consent Agenda**

**a. Minutes of Previous Meeting**

i. **December 21, 2022**

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

CEO highlighted two amounts from the current draft of the budget. The significant amount for 2022 in the Hourly Part-Time wages is due to the reduced budget from 2021 when the open hours were significantly less. General discussion regarding the planned budget meeting to take place the next day and the higher than requested increase to the library budget.

**c. CEO Report**

The CEO made the following additions:

- A Mormon couple had moved to the area, and they have volunteered to run Genealogy workshops to begin in March. They will be meeting with Sam to discuss more programming with children.

- The Annual Survey has opened and is Due April 30.
- The Final report for the Moffat Fund Grant is Due by January 30 and will be submitted.

**MOTION# 2023-02** Motion to accept the consent agenda made by Janet L.  
Seconded by Hue E. **Carried.**

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

- a. CEO presented a modified version of the goals to be worked on this year.

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

##### **a. Policy Review**

- i. HR-01
- ii. HR-02
- iii. HR-03

**MOTION#2023-03:** Motion to approve policy #HR-01, HR-02, HR-03 and move to 1-year review made by Robin D. Seconded by Hue E. **Carried.**

##### **b. Approval of IT Budget**

**MOTION#2023-04:** Library Board approving IT budget expenses as required by Jeremy Hughes, ToFF IT, for Hardware/Software @ Fort Frances Library 2023 expenses made by Mike B. Seconded by Robin D. **Carried.**

##### **c. Alberton Agreement**

Brief discussion regarding the agreement with Alberton being in it's last year.

##### **d. Library Cleaner contract**

Due to illness, the cleaners want to cancel their contract. CEO recommends asking to purchase their equipment which would allow the library greater freedom to hire cleaners without their own. CEO will inform board on progress and will post the position as soon as possible.

##### **e. Discount for Snowasis**

Request from a staff member who is involved with Snowasis for a discount on molds printed in the 3-D printer. The Friends of the Library will be asked for this donation.

##### **f. Volunteer hours for Staff**

Request from a staff member to have volunteer hours counted as work hours. After a brief discussion, it was decided that this would not be allowed.

**g. In-Camera session**

**MOTION#2023-05:** Motion to go in-camera due to identifiable individual @ 5:38 p.m. made by Mike B. Seconded by Hue E. **Carried.**

The board moved out of camera @ 5:55 p.m.

**6. Strategic Plan Report Card**

**a. None**

**7. Communication between Staff and Board**

**a.** See items 5 e. & f.

**8. Information Items**

**a.** January Enbridge Bill

**b.** CIBC Statement

**c.** Correspondence – Thank you card to the board from former employee Karen Woods.

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

**MOTION#2023-06** Motion to adjourn meeting @ 6:05 p.m. made by Mike B. Seconded by Hue E. **Carried.**

**Next meeting – Wednesday, February 22, 2022 @4:00 p.m.**