

**Fort Frances Public Library Technology Centre**  
**Board Meeting Minutes**  
**April 26<sup>th</sup>, 2023**

The meeting of the Fort Frances Public Library Board took place in the Shaw Community Hub on  
Wednesday, April 26<sup>th</sup>, 2023 at 4:00pm.

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

**Staff in attendance:** Interim CEO Nadine Cousineau

**Regrets:** Tyler Young, Mike Behan

**Called to order at 4:00pm by Sheri D**

**Land Acknowledgements:**

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** – none

**MOTION#2023-22** – Motion to accept the agenda made by Tanis F.

Seconded by Janet L.

CARRIED.

**3. Business Arising from Minutes**

**a. Advertising & Public Notices**

- Two invoices from the Fort Frances Times were submitted twice. The Library now has a credit at the Times. The Board will continue to track activity.

**b. Volunteer insurance coverage**

- The Town has ample liability coverage if volunteers are injured while working at the Library. More specific questions regarding insurance coverage if a volunteer is injured can be directed to the Deputy Treasurer at the Town office.

**4. Consent Agenda**

**a. Minutes of previous meeting**

- i. March 29, 2023
- ii. April 13, 2023
- b. Financial Reports
- c. CEO Report

**MOTION#2023-23:** Motion to accept the consent agenda made by Robin D.  
Seconded by Mandi O.  
CARRIED.

## 5. Items for Action/Discussion

### a. Naloxone Policy

- There is currently no legislated requirement for public libraries to maintain policy around the use of Naloxone. Typically, the expectation of administering Naloxone is the same as administering first aid in another emergency situation.
- The current common practice seems to be focusing efforts on ensuring Naloxone kits and training are available. Naloxone training is now a regular part of first aid which all staff are required to have. There has also been extra training at staff meetings.
- Staff are only required to administer first aid to the level they are comfortable with, and this includes Naloxone. Staff should be calling 911 regardless of their level of comfort.
- The recommendation from OLS is to update existing Health & Safety policies to include a list of contents of the first aid kit and include Naloxone.
- If Naloxone is included in the first aid kit it will automatically be checked monthly during health and safety inspections so supply will always be up to date or can be replaced quickly when expired.
- Nadine C recommended updating Policy HR-03:

Policy HR-03 Health & Safety

4-4 Staff members are responsible for:

4-4-8 Knowing the locations of the first aid kit **and its contents.**

- If/when the Town of Fort Frances creates a Naloxone policy the Library can also reference it in it's policies.
- Nadine will update the list of contents of the first aid kit and post next to it, as well as instructions on administering Naloxone.

### b. Rainy River District Stewardship Library of Trees Project

- The Rainy River District Stewardship would like permission to install 6ft galvanized steel fencing around some of the trees to prevent deer from eating

them. The fencing will be temporary, for the first few years, to help get the trees established.

- They would also like to label the trees but in order to do so will require rebar spikes for some.
- There is one tree that needs to be replaced.

**c. Policy Review**

- i. FN-02
- ii. OP-22

**MOTION#2023-24:** Motion to approve policy FN-02 and OP-22 and move to a 4 year review made by Hue E.

Seconded by Tanis F.

CARRIED.

**d. In camera session:**

**MOTION#2023-25:** Motion to go in-camera @ 4:53pm due to personal matters about an identifiable individual made by Janet L.

Seconded by Robin D.

CARRIED.

The Board moved out of camera at 4:57pm.

**6. Strategic Plan Report Card**

- Nadine C reached out to Steven Kraus at OLS. He would be happy to set up a virtual meeting with a board and staff representative to discuss options going forward.
- The Board will begin reviewing the Strategic Plan in September 2023.
- Nadine C will track down the document used to report progress on the Strategic Plan.
- Mandi O suggested integrating the Strategic Plan report card into the CEO report.

**7. Communication between Staff and Board**

The Board thanked Carolyn Stang for her 29 years of service to the Library. They also thanked the staff for their contributions over the last few weeks and their ability to be flexible.

The Board appreciated Evan Miller's Superconference report and is very happy he had a good experience.

**8. Information Items**

- i. Correspondence - none
- ii. Friends of the Library Meeting Minutes - March 16, 2023
- iii. Tech Coordinator Superconference report

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

**MOTION#2023-26:** Motion to adjourn the Library Board meeting at 5:20pm made by Mandi O.

Seconded by Janet L.

CARRIED.

The next meeting will be **Wednesday, May 24, 2023 @ 4:00pm.**