

# **Fort Frances Public Library Technology Centre Board Meeting Minutes November 17, 2021**

The meeting of the Fort Frances Public Library Board was in the Shaw Community Hub and via Teams on Wednesday, November 17, 2021 at 3:30 p.m.

**Board members in attendance:** Michael Behan, Robin Dennis, Andrew Hallikas, Robert Schulz

**Board members in attendance via Teams:** Sheri De Gagné

**Absent:** Gord McBride

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

**Staff in attendance via Teams:** Recreation and Culture Manager, Aaron Bisson

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

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

**MOTION#2021-45:** Michael B. moved to approve the agenda of the November 17, 2021 Library Board meeting with amendments.

Seconded by Andrew H.

**Carried.**

## **3. Consent Agenda**

### **b. Financial Reports**

The CEO answered questions regarding the budget amounts obtained by connecting with Diamond software.

### **c. CEO Report**

The CEO informed the board that the library is currently in the middle of Typical Week – a week to gather statistics to be used on the annual survey

**MOTION#2021-46** Robert S. moved to accept the Consent Agenda with clarifications for the November 17, 2021 board meeting.

Seconded by Sheri D.

**Carried.**

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

### **a. Enbridge Bill**

#### **i. Spreadsheet update**

- Brief discussion regarding the tracking spreadsheet created to track gas and non-gas charges including new sheet showing the percentage increases in usage and costs over 2018.

- b. OP-26 Mandatory Vaccination Policy  
Discussion regarding the alignment of the library mandatory vaccination policy with the town policy. Edits will be made to ensure that the policy is clear.
- c. Budget Draft Version 3
  - The CEO went over the changes made to this version of the budget.

**5. Items for Action/Discussion**

- a. 2022 User Fees – Discussion regarding the increases in user fees for 2022. Membership Fees will be increased at the same rate that the agreement with Alberton increases.
- b. Policy Review
  - i. HR-01
    - Confidentiality section from HR-02 will be added to this policy
  - ii. HR-02
  - iii. HR-03
    - Link to the FFPLTC Health and Safety Plan will be added

Discussion regarding the review dates of policies. A new field will be added to reflect that policies are reviewed on the proper dates even when changes are not made.

A well deserved round of applause for Robert S. for keeping the board and CEO on track with policy review. As a result we have an easier job than most other libraries. Acknowledgement also to the rest of the board for their careful proof-reading of policy every month to make our policies as clear as possible.

**MOTION#2021-47:** Motion made by Robert S to approve HR-01, HR-02, and HR-03 as revised.

Seconded by Michael B.

**Carried.**

**c. Addition of Board Member**

**MOTION#2021-48:** Motion to go in camera @ 4:30 p.m. to discuss and identifiable individual made by Sheri D.

Seconded by Robert S.

**Carried.**

The board moved out of camera @ 4:34 p.m.

**6. Strategic Plan Report Card**

- a. None

**7. Communication between Staff and Board**

- a. None

**8. Information Items**

- a. Friends of the Library Meeting October 21, 2021 – minutes
- b. Carvings donated from the Cunningham Estate
  - CEO will look into the publication of the press release sent to the FFTimes.

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

**MOTION#2021-49:** Motion to adjourn @ 4:48 p.m. made by Mike B.  
Seconded by Andrew H.

**Carried.**

**Next meeting – Thursday, December 16, 2021 @3:30 p.m.**