

Fort Frances Public Library Technology Centre Board Meeting Minutes December 16, 2021

The meeting of the Fort Frances Public Library Board was in the Shaw Community Hub and via Teams on Thursday, December 16, 2021 at 3:30 p.m.

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

Board members in attendance via Teams: Michael Behan, Sheri De Gagné

Absent: Gord McBride

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

Regrets: Recreation and Culture Manager, Aaron Bisson

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

2. Approval of the Agenda

- Addition of item 4 e. Shaw Room Rental Price

MOTION#2021-52: Andrew H. moved to approve the agenda of the December 16, 2021 Library Board meeting with amendments.

Seconded by Robert S.

Carried.

3. Consent Agenda

b. Financial Reports

The CEO informed the board about more labour budget updates from the HR Manager the day before. Due to a failure of the library network on the meeting day, the updates will be forwarded when complete. CEO answered questions regarding the final budget numbers and the reasons for the difference between budget and actual in the full-time salaries for the year.

c. CEO Report

The CEO answered questions regarding a fight that took place in the library and the issuance of letters of warning. The CEO informed the board that the library is now signed up for a program called Bridge. Run by the Toronto Public Library, Bridge will assist in the gathering of statistics and surveying the population, a requirement of the Strategic Plan. Sheri made a suggestion that the First Nations be consulted regarding the placement of the First Nations Metis Collection (FNMI), which is a current discussion in libraries around Ontario, other suggestions of who to consult on the current thinking made.

MOTION#2021-53 Sheri D. moved to approve the Consent Agenda with a note to hold the Financial Report in abeyance until labour budget reviewed.

Seconded by Andrew H.

Carried.

4. Business Arising from Minutes

a. Enbridge/HVAC Repairs

- CEO outlined the information provided by Travis Rob in regards to the quote from Honeywell.

MOTION#2021-54 Motion to withdraw funds from Capital Budget to purchase control panel (Honeywell) made by Mike B.

Seconded by Robert S.

Carried.

b. OP-26 Mandatory Vaccination Policy

CEO outlined the changes made from the previous version.

MOTION#2021-55 Motion to approve Mandatory Vaccination Policy – Coronavirus (COVID-19) made by Robert S.

Seconded by Andrew H.

Carried.

c. Budget Final

- Discussed during Consent Agenda (3a.)

d. Approval Dates

- After an agreement at the November meeting to add another field for Reviewed On date in the policy review section of the website, the CEO outlined the reasons for not making a major change to the website architecture and will change the way the dates, already in use, are used in future.

e. Shaw Room Price

- CEO informed the board of how much other local meeting rooms are charging and what amenities are being offered. Suggest a half-day rate and a full day rate in order to stay competitive and attract more business.
- Board agrees to add ½ day rate of \$100, offer lower max full day rate (5+ hours) for \$140 and keep hourly rate to \$40.

MOTION #2021-56 Motion to decrease rental price on Shaw Room made by Sheri D.

Seconded by Robert S.

Carried.

5. Items for Action/Discussion

a. Revision of Library IT Coordinator Position with Guest Jeremy Hughes

This presentation took place at the beginning of the meeting so the guest could leave.

MOTION#2021-50: Motion to move in-camera to discuss Network Security @3:37 p.m. made by Andrew H.
Seconded by Robert S. **Carried.**

MOTION#2021-51: Motion to approve the update to the new job description for IT Coordinator and give Jeremy direction to proceed as per discussion and motion to approve shutting library website for approx. 8 days as per discussion, made by Robert S.
Seconded by Sheri D. **Carried.**

The Board moved out of camera at 4:03 p.m.

b. Motion to Transfer Technology Funds

Yearly motion to transfer technology funds from the Gagne donation to the general account to cover technology purchases for 2021.

MOTION #2021-57 made by Andrew H.
Seconded by Robert S.

Carried.

c. Acknowledgement of Joyce and Patricia Cunningham's Donations

- Discussion on how to honour the generous donation made to the library. The plaque presented to Joyce as Citizen of the Year and the OLPA award that has been named after her since it was first awarded to her should find a place in the library. The funds left in her name could also be used for a garden bench.

d. Board Liability presentation

- Deferred to January meeting.

6. Strategic Plan Report Card

- a. Introduction and Distribution of Strategic Plan schedule to Staff

7. Communication between Staff and Board

- a. None

8. Information Items

- a. Friends of the Library Meeting minutes
- b. Electrical inspection – issues fixed
- c. Letter from Town of Fort Frances – New Board member

9. Adjournment and stating of next meeting date.

MOTION#2021-58: Motion to adjourn @ 4:52 p.m. made by Andrew H.
Seconded by Robert S. **Carried.**

Next meeting – Wednesday, January 17 2022 @3:30 p.m.