

# **Fort Frances Public Library Technology Centre Board Meeting Minutes October 19, 2022**

The meeting of the Fort Frances Public Library Board was in the Shaw Community Hub and via Teams on Wednesday October 19, 2022, at 3:30 p.m.

**Board members in attendance:** Michael Behan, Sheri De Gagné, Robin Dennis, Andrew Hallikas, Janet Lambert, Robert Schulz

**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**

**MOTION#2022-33:** Motion to accept the agenda with the addition of item 5. c. and 8. b. moved by Mike B.

Seconded by Sheri D.

**Carried.**

**3. Consent Agenda**

**a. Minutes of Previous Meeting – September 21, 2022**

**b. Financial Reports** – CEO gave overview of the transition into the new software the town uses for budgeting. A brief discussion was held regarding preferences for the budget sheet regarding historical comparison and use of the information available on the new software.

**c. CEO Report** – Discussion centered around increased use of casual hours versus what is allowed in terms of the budget.

**MOTION#2022-34** Motion to approve Consent Agenda with suggestions on Financial set-up, scheduling, and staffing made by Robert Schulz.

Seconded by Janet L.

**Carried.**

**4. Business Arising from Minutes**

**a. CEO Evaluation form**

Board Chair outlined the reasons for the decision of the final form of the CEO Evaluation Form. The standardization of the ToFF form has been added. CEO will outline her goals for the board by the next board meeting.

**b. Policy Review – GOV-08 CEO Performance Appraisal**

CEO outlined the changes to be made to the policy. Section 2 of the policy will match the headings in the new CEO Appraisal Form along with changing the Town of Fort Frances HR Manager being a member of the Performance Review Committee instead of the Recreation and Culture Manager. Plus, a couple grammatical errors.

**MOTION#2022-35** Motion to approve the changes to policy GOV-08 CEO Performance Appraisal, to align with new evaluation form made by Andrew H. Seconded by Sheri D. **Carried.**

**5. Items for Action/Discussion**

**a. Policy Review**

- i. **OP-23**
- ii. **OP-24**
- iii. **OP-25**

**MOTION#2022-36** Motion to approve changes to OP-23. Title of OP-23 changed from Viral Pandemic to Public Health Emergency made by Mike Behan. Seconded by Robert S. **Carried.**

**b. Rainy River Public Library Board**

CEO outlined the reaction of other members of the RRDLC contacted for this boards request to help the Rainy River Public Library. The CEO has been encouraged to continue to offer advice.

**c. Request to issue Library Cards to Confederation College**

CEO outlined the request from Confederation College to have library cards issued for students who do not live in the area. Board agreed that they would need to join the Cooperative.

**6. Strategic Plan Report Card**

- a. No current report.

**7. Communication between Staff and Board**

The staff convey their thanks for the pizza provided for lunch on the Training Day.

**8. Information Items**

- a. Friends of the Library Meeting Minutes
  - b. Tree and Garden Project Final Report
- Questions regarding the report include the removal of trees if needed and who is responsible for removal.

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

**MOTION#2022-37** Motion to adjourn meeting @ 4:45 p.m. on October 19/22  
made by Janet L.

Seconded by Michael B.

**Carried.**

**Next meeting – Wednesday, November 23, 2022 @3:30 p.m.**