

Fort Frances Public Library Technology Centre Board Meeting Minutes February 22, 2023

The meeting of the Fort Frances Public Library Board was in the Shaw Community Hub on Wednesday February 22, 2023, at 4:00 p.m.

Board members in attendance: Mike Behan, Tanis Fretter, Sheri De Gagné, Hue Eldridge, Janet Lambert, Mandi Olson

Ex officio member in attendance: Mayor Andrew Hallikas

Board members in attendance via Teams: Robin Dennis

Regrets: Recreation and Culture Manager, Tyler Young

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

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

2. Business Arising from Minutes

Dawn Galusha – Town of Fort Frances Treasurer

Town Treasurer, Dawn Galusha, was the guest of the board to give an overview of library investment accounts. See appendix A for notes.

3. Approval of the Agenda

a. Call for non-Agenda Issues

MOTION#2023-08: Approval of agenda as amended 8. e. Naloxone Administration Policy & Procedure made by Mike B.
Seconded by Hue E. **Carried.**

4. Consent Agenda

- a.** Minutes of Previous Meeting
 - i. January 25, 2023
- b.** Financial Reports
- c.** CEO Report

MOTION# 2023-09 Motion to accept the consent agenda made by Tanis F.
Seconded by Mandi O. **Carried.**

5. Items for Action/Discussion

- a.** Staffing Report
 - i. CEO gave an overview of the current staff positions and duties.
- b.** Policy Review
 - i. OP-01
 - ii. OP-07
 - iii. OP-06

MOTION#2023-10: Motion to approve policy #OP-01 and OP-07 and move to 4-year review and OP-06 with inclusions and deletions as presented made by Robin D.

Seconded by Hue E.

Carried.

6. Strategic Plan Report Card

- a.** Tabled until next meeting.

7. Communication between Staff and Board

- a.** None

8. Information Items

- a.** Correspondence – Letter of resignation from Cleaning staff
- b.** Janitorial Contract - Tender
- c.** Friends of the Library Meeting Minutes
- d.** Friends of the Library By-Laws
- e.** Naloxone Administration Policy & Procedure

9. Adjournment and stating of next meeting date.

MOTION#2023-11 Motion to adjourn the Library Board meeting @ 5:40 p.m. made by Hue E.

Seconded by Tanis F.

Carried.

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