

Fort Frances Public Library Technology Centre Board Meeting Minutes February 26, 2020

The meeting of the Fort Frances Public Library Board was held on Wednesday, February 26, 2020 at 3:30 p.m. in the Shaw Community Hub

Board members in attendance: Michael Behan, Sheri De Gagné, Andrew Hallikas, Robert Schulz, Aaron Bisson

Regrets: Robin Dennis, Kerry Zucchiatti

Absent: Gord McBride

Staff: CEO/Secretary-Treasurer – Joan MacLean, Samantha Manty, Children's Services Clerk

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

2. **Approval of the Agenda**

a. **Call for Non-Agenda Items** – none

MOTION#2020-06: Sheri D. moved to accept the agenda for February 26, 2020 FFPLTC Regular Board Meeting.
Seconded by Michael B. **Carried.**

3. **Consent Agenda**

MOTION#2020-07: Andrew H. moved to accept the consent agenda, including the minutes of the January 22, 2020 meeting, the CEO Report, and the latest Financial Statement.
Seconded by Sheri D. **Carried.**

4. **Business Arising from Minutes**

a. Communication from Measurement Canada

The board expressed disappointment that the findings of Measurement Canada agreed with Enbridge. The same time period from this year will be compared with last year's and any discrepancy noted.

b. Friends of the Library Discretionary Fund Donation.

The friends will be asked to make a \$500.00 donation every year.

c. 10th Anniversary Committee.

Andrew H. volunteered to be on the committee.

- d. Adoption of Consent Agenda format.

MOTION#2020-08: Michael B. moved to adopt the Consent Agenda format for Board Meetings.

Seconded by Andrew H.

Carried.

5. Items for Action/Discussion:

- a. New technology demonstration by Samantha Manty.

Samantha Manty joined the meeting and demonstrated the use of our new Ozobots.

- b. Capital Budget.

After some questions regarding the spreadsheet provided, the board decided that specific recommendations outlining what needs to be done in the coming years, including the price, and why it needs to be purchased/replaced, be provided by the IT Coordinator. Also to include plans for the Gagne Fund given specifically for technology and included in the March 2020 Board Meeting.

- c. Policy Review – GOV 04, GOV 06.

MOTION#2020-09: Michael B. moved to approve the policies, GOV-04 Duties and Responsibilities of the Individual Board Members, and GOV-06 Delegation of Authority to the CEO, for a 4 year period.

Seconded by Sheri D.

Carried.

While no changes were made to the policies being reviewed a discussion regarding Board Education resulted in a decision to have the chair and the CEO to draft a Board Education Plan.

- d. Receipt of donation from the Estate of Florence Lerman.

The board did not disagree with the staff suggestion to purchase new chairs and tables with the donation, but the process of having a Capital Budget with items needing to be purchased/replaced identified, weighted according to priority and covering several years instead of having donations act as a stimulus to spending would be the preferred approach.

- e. LGBTQ2A Social Group.

Discussion regarding the on-going support of the library for this group.

- f. IT Vacation Coverage Library/Town

Meeting with Doug Brown and Jordan Forbes regarding the cross-over of staff to cover the vacation of the Town IT staff. The Memorandum of Understanding (MOU) is going to be left as is for now and will be reviewed after a year of vacation coverage has taken place.

g. Staff Communication.

The staff's message to the board is as follows:

The staff would like the board to know that should there be further opposition to the library's plan to build a storage shed, the suggestion of storing items under the bleachers in the arena is not a viable option. The staff find it easier to drive across town to the current storage as the area under the bleachers is difficult to access and dirty.

- i. Board Communication - The board wants the staff to know that they are doing a fantastic job and are probably the best Library staff in the Province.

The Board decided that a letter of congratulations should be sent to Steven Kraus to congratulate him on winning Librarian of the Year award.

h. Board member to attend Friends of the Library meeting.

If Robin D. does not return to Fort Frances before the March 19, 2020 Michael B. will attend the friends meeting.

6. Information Items

- a. Friends of the Library Meeting Minutes

7. Adjournment and statement about next meeting date.

MOTION#2020-10: Motion to adjourn the February 26, 2020 FFPLTC Board meeting @ 4:50 p.m. Moved by Andrew H.

Seconded by Sheri D.

Carried.

Next meeting – Wednesday, March 18, 2020 3:30 p.m.