

# **Fort Frances Public Library Technology Centre Board Meeting Minutes May 19, 2021**

The meeting of the Fort Frances Public Library Board was in the Shaw Community Hub and via Teams on Wednesday, May 19, 2021 at 3:30 p.m.

**Board members in attendance via Teams:** Michael Behan, Sheri De Gagné, Andrew Hallikas, Robert Schulz

**Board members in attendance:** Robin Dennis, Gord McBride

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

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

**Regrets:** Kerry Zucchiatti

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

**2. Approval of the Agenda**

**MOTION#2021-23:** Andrew H. moved to approve the amended agenda of the May 19, 2021 Library Board meeting.

Seconded by Mike B.

**Carried.**

**3. Consent Agenda**

**MOTION#2021-24:** Robert S. moved to accept the Consent Agenda for May 19, 2021

Seconded by Gord M.

**Carried.**

**4. Business Arising from Minutes**

**a. Library Shed Re-Tender**

CEO informed the board that the latest publication of the tender had produced no bids. Discussion regarding the inflated costs of building a shed at this time and the likelihood that prices will be high for the foreseeable future.

**MOTION#2021-25:** Motion to shelve the shed project indefinitely made by Gord M. and seconded by Mike B.

**Carried.**

**b. Library Tree and Garden Project Update**

The CEO updated the board on the latest progress regarding the project and the next meeting date to happen in a few days. The CEO met with the Operations and Facilities Manager and learned that the garden needs to be moved a few feet to be in compliance with town request that there is no digging within 10 ft. of buried infrastructure.

- c. Strategic Plan Report Card  
The CEO presented a more detailed version of the Strategic Plan report card and was told that the board does not require that much detail and will return to a previous version including a column for date of completion.
- d. Library Book Withdrawal  
The CEO outlined the reasons a book that was withdrawn from the collection. The work in question was withdrawn by the publisher, in full agreement with the author. The pertinent section of OP-03 was reviewed in this process and a discussion regarding when/if this policy needs to be reviewed.

## 5. Items for Action/Discussion:

- a. **Change of Board Meeting Time**  
The Chair and the CEO included this item on the agenda because one board member's recent inability to attend day-time meetings due to a change of employment. The meeting was reminded that meeting times are not always convenient for everyone, but once established, should remain the same for the entire term of the board's appointment.
- b. **Board Succession Planning/Recruitment for Board.**  
The chair read a Letter of Resignation from Kerry Z. Short discussion regarding methods of recruitment and steps required from the Town of Fort Frances for a replacement board member.

## 6. Information Items

- a. New COVID Mask Guidance from the Medical Officer of Health – Library Staff now have to wear medical grade masks and shields are to be used for interactions where social distancing is not possible.
- b. Staff Communication – some of the staff feel that the shed is too expensive.
- c. Hiring for Canada Summer Jobs
- d. Received donation from the estate of Olive Eisenhauer
- e. Renewed the board's OLA Membership
- f. Received notice of SEP Grant for summer programming
- g. Staffing Report –  
**MOTION#2021-26:** Motion to move in-camera to discuss an identifiable individual @4:37 made by Robert S.  
Seconded by Gord M.

The Board moved out of camera at 4:47 p.m.

## 7. Adjournment and statement about next meeting date.

**MOTION#2021-27** to adjourn @ 4:50 p.m. made by Andrew H.  
Seconded by Mike B.

**Carried.**

**Next meeting – Wednesday, June 23, 2021 @3:30 p.m.**