

**Fort Frances Public Library Technology Centre
Board Minutes
November 20th, 2019**

The meeting of the Fort Frances Public Library Board was held on Wednesday, November 20th, 2019 at 3:30 P.M. in the Shaw Community Hub

Board members in attendance: Michael Behan, Robin Dennis, Sheri De Gagné, Andrew Hallikas, Gord McBride, Robert Schulz, Kerry Zucchiatti

Staff: CEO/Secretary-Treasurer – Joan MacLean, Recreation and Culture Manager – Aaron Bisson

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

2. Call for Non-Agenda Items

i. Library Shed

j. Outdoor Lighting for North Side of library building.

3. Approval of the Agenda

MOTION#2019-76: Andrew H. moved to accept the agenda as amended.

Seconded by Robert S.

Carried.

4. Consent Agenda

MOTION#2019-77: Kerry Z. moved that the Consent Agenda, minus the CEO Report, be accepted as of October 16, 2019.

Seconded by Sheri D.

Carried.

MOTION#2019-78: Andrew H. moved that the CEO Report be accepted as amended.

Seconded by Sheri D.

Carried.

MOTION#2019-79: Andrew H. moved that the meeting go in-camera to discuss an identifiable individual @ 3:36.

Seconded by Robert S.

Carried.

MOTION#2019-80: Andrew H. moved to accept the CEO report.

Seconded by Michael B.

Carried.

The Board moved out of camera @ 3:46 p.m.

5. Business Arising From Minutes

a. Gas Bill

Joan contacted Measurement Canada and was put in contact with the person conducting the complaint about Enbridge. Measurement Canada is waiting for Enbridge to provide our billing information. When received the case will be assigned to an inspector and will be in contact.

b. Carolyn S and Sam M compensation for CEO tasks

The Town of Fort Frances pay bands and the formula from the Town of Fort Frances Additional Responsibility Allowance will be used to calculate a percentage of compensation for performing CEO duties to Carolyn S and Sam M.

6. Items for Action/Discussion

a. Library Finance Discussion

- Federal Grant from Canada Summer jobs has arrived.
- Advertising and public notices are higher due to the number of jobs that had to be advertised this summer.

MOTION#2019-81: Robert S. moved that the Financial Report as of October 31, 2019 be accepted as circulated.

Seconded by Michael B.

Carried.

b. OLA Super Conference

Ontario Library Association SuperConference takes place in Toronto at the end of January. Fiona Gallagher will be accompanying Joan if the Friends of the Library will offer some financial support.

c. 10th Anniversary Celebration

Kerry Z. will chair the committee.

d. Service Fees.

MOTION#2019-82: Gord M. moved to accept changes to Service Fees as discussed to maintain 1.7% increase overall.

Seconded by Kerry Z.

Carried.

e. Staff discipline policy regarding staff impairment @ work.

Suggestion that the policy from OLS-N policy be borrowed as a template to build on in later discussion.

Tabled.

f. Policy Review – FN03, OP15

MOTION#2019-83: Motion to accept the FN03 - Statement of Values Policy and OP15 - Sponsorship Policy and change both to a four year review schedule moved by Robert S.

Seconded by Michael B.

Carried.

g. Strategic Plan Review

- Checklist to be made to ensure that objectives of the strategic plan are being met.
- Reminder of upcoming deadlines.

h. Set date for Budget Meeting

December 4, 2019 3:30 – 5:30 p.m.

i. Library Shed

- Staff input requested on final location
- Lighting/power is required.

j. Outdoor Lighting

Previous meeting minutes will be consulted regarding earlier decisions.

7. Information Items

- a.** Typical Week Survey is in progress.
- b.** Friends of the Library Report.
- c.** Hosting meeting of Fort Frances Gay/Straight Alliance next week.
- d.** Electrical Safety Authority inspection on November 20, 2019 found no issues.

8. Adjournment and statement about next meeting date – 4:57 p.m.

Next meeting will be December 18, 2019 3:30 p.m.