

**Fort Frances Public Library and Technology Centre**  
**Board Minutes**  
**October 16<sup>th</sup>, 2019**

The meeting of the Fort Frances Public Library Board was held on Wednesday, October 16<sup>th</sup>, 2019 at 3:30 P.M. in the Shaw Community Hub

**Board members in attendance:** Robert Schulz, Andrew Hallikas, Sheri De Gagné, Robin Dennis, Kerry Zucchiatti

**Staff:** CEO/Secretary-Treasurer – Joan MacLean, Manager Community Services – Jason Kabel

**Regrets:** Michael Behan

**Absent:** Gord McBride

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

**2. Call for Non-Agenda Items**

Announcement about the upcoming Ontario Library Week event was added to Information Items.

**3. Approval of the Agenda**

MOTION#2019-70: Andrew H. moved to approve the agenda as amended.  
Seconded by Kerry Z.

**Carried.**

**4. Consent Agenda**

Suggestions and clarifications were made regarding how to proceed with the new format. Statistics and Financial Reports should be separated as the Financial Report is an item for discussion. The Friends of the Library Report should be an information item only.

MOTION#2019-71: Kerry Z. moved that items in the consent agenda be accepted as of October 16, 2019.

Seconded by Robert S.

**Carried.**

**5. Business Arising From Minutes**

**a. Gas Bill**

Measurement Canada will be contacted regarding the huge increase of the gas bill.

**b. Storage Shed**

Community services has approved the site selected for the shed and the next step is to have council approve the site. Many steps remain and most likely that ground will not be broken until spring 2020.

## **6. Items for Action/Discussion**

### **a. Library Finance Discussion**

Jason updated the board regarding the current Financial Statements

- Revenue is down but not all the grants are not in yet.
- Mostly on target for the time of year.

### **b. Banking authority transferred to Joan**

MOTION#2019-73: Sheri D. moved to have banking authority for the Fort Frances Public Library Technology Center transferred from former CEO Caroline Goulding to new CEO Joan MacLean.

Seconded by Robert S.

**Carried.**

### **c. 10<sup>th</sup> Anniversary Celebration**

- Ideas about celebrating the 10<sup>th</sup> anniversary of the new library building coming this June and discussion regarding establishing a 10 year anniversary committee, who should be involved, and who should be honoured.

### **d. Policy Review – HR 01, HR 02, and HR 03**

MOTION#2019-74: Andrew H. moved to approve the three policies including Discrimination and Harassment, Occupational Health & Safety, Prevention of Workplace Violence as reviewed and discussed.

Seconded by Kerry Z.

**Carried.**

### **e. Adoption of New Meeting Format**

**Tabled.**

## **7. Information Items**

- a.** Board Training Webinars – October 26 @ 9:00 a.m. and November 5 @ 9:00 a.m.
- b.** Trunk or Treat update
- c.** Friends of the Museum Gala – November 7
- d.** Typical Week Survey – November 17

## **8. Adjournment and statement about next meeting date – 5:07p.m.**

Next meeting will be November 20, 2019