

# **Fort Frances Public Library Technology Centre**

## **Board Meeting Minutes**

### **November 18, 2020**

The meeting of the Fort Frances Public Library Board was in the Shaw Community Hub at the FFPLTC on Wednesday, November 18, 2020 at 3:30 p.m.

**Board members in attendance:** Michael Behan, Sheri De Gagné, Robin Dennis, Andrew Hallikas (via Teams), Kerry Zucchiatti

**Absent:** Gord McBride

**Regrets:** Robert Schulz

**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. Approval of the Agenda**

**MOTION#2020-53:** Sheri D. moved to accept the agenda of the November 18 2020 Library Board meeting as amended.

Seconded by Kerry Z.

**Carried.**

#### **3. Communication from Staff**

Since the library cannot host our annual pictures with Santa event, the staff has turned the event around and we will be asking the community to submit Festive Pictures and is looking for a Board member to act as a judge. Kerry Z. volunteered.

#### **4. Consent Agenda**

**MOTION#2020-54:** Kerry Z. moved to approve the Consent Agenda including the October 21, 2020 minutes, Financial Report and CEO Report for the November 18, 2020 Library Board meeting.

Seconded by Michael B.

**Carried.**

#### **5. Business Arising from Minutes**

##### **a. HVAC Heating System Update**

The CEO reported that after an investigation of the HVAC system, the problem with the heating system is not within the library building. The investigation is continuing with how the system sends heat to the library.

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

### **a. Board Discretionary Fund**

Discussion regarding the use of the funds provided by the Friends of the Library. Suggestion that a gift basket be put together for the staff including Christmas staff.

### **b. Tender for Cleaning Contract**

CEO informed the board that the town, who usually publishes a tender for the cleaning staff that includes the library, is moving away from contractors and utilizing internal staff instead. Therefore a tender will need to be published.

### **c. Website Support for Homelessness Committee**

Short discussion regarding designing and administration of website for homelessness committee.

### **d. Colonization Road Materials**

Due to the current discussion in town regarding the re-naming of Colonization Road the library will put together a collection of materials regarding the issue and will publish on social media and the library website.

### **e. 2021 Budget**

A separate meeting for a line-by-line review of the 2021 Budget is scheduled for December 8, 2020 @3:30 p.m. A review of the User Fees was performed.

### **f. Policy Review**

#### **i. HR-01**

CEO will write an appeals process section to be included and present at next board meeting and make corrections suggested.

#### **ii. HR-02**

CEO will make suggested corrections.

#### **iii. HR-03**

#### **iv. HR-08**

#### **v. BL-01**

**MOTION#2020-55** to approve the above policies, and to be reviewed according to the schedule, with discussed amendments made by Kerry Z.

Seconded by Sheri D.

**Carried.**

## **7. Information Items**

- a.** Tony Elders will be joining us at the December Meeting to discuss our preliminary plans for planting trees around the library.
- b.** Staff meeting scheduled for Monday, November 30, 2020, Robin has agreed to attend as the Board Rep.
- c.** Book Drop open on weekends starting this week.

**8. Adjournment and statement about next meeting date.**

**MOTION#2020-56** to adjourn @ 5:10 p.m. made by Andrew H.  
Seconded by Michael B.

**Carried.**

**Next meeting – Wednesday, December 16 2020 @3:30 p.m.**