

**Fort Frances Public Library  
Board Meeting Minutes  
Wednesday, June 18, 2025**

The meeting of the Fort Frances Public Library Board took place in the Shaw Room at the Fort Frances Public Library Technology Centre on Wednesday, June 18, 2025 @ 4:35pm.

**Board members in attendance:** Sheri De Gagné (Chair), Robin Dennis (Vice-Chair), Ken Kellar, Hue Eldridge, Tanis Fretter, Councillor Mike Behan, Councillor Bill Morrison, Mayor Andrew Hallikas

**Staff in attendance:** Nadine Cousineau – Interim CEO, Elisa McLeod – Recreation and Culture Manager

**Call to order** @ 4:36pm by Sheri De Gagné

**1. Declaration of Conflict of Interest** - none

**2. Approval of the Agenda & Call for non-Agenda Issues**

- a. Policy FN-03 Statement of Values added to the agenda under 8. Policy Review

**MOTION#2025-56** Motion to accept the agenda as amended of June 18, 2025.

Moved by Hue E.

Seconded by Robin D.

CARRIED

**3. Minutes of Previous Meetings**

- a. May 15, 2025

**MOTION#2025-57** Motion to accept the minutes of the May 15, 2025 meeting.

Moved by Ken K.

Seconded by Tanis F.

CARRIED

**4. Business Arising from Minutes**

- a. Electrical Meter Quote

- i. Nadine contacted Cannect Electric on May 16, 2025. A quote has already been drawn up for this from previous years so it will be reviewed and updated.
- ii. Cannect Electric had to consult with the Fort Frances Power Corporation due to certain issues with the hook up. It's

possible a new transformer would have to be installed, which would be a substantial amount of money. The request was brought to administration at the Fort Frances Power Corporation and Nadine is still waiting to hear back.

- iii. Nadine and Elisa have coordinated to ensure the electrical meter reading submitted to the Civic Centre will be done on a consistent basis - the installation of a separate meter may not be necessary.
- iv. Question regarding the reading of the electrical meter being added to the MOU when the time comes. This would embed the procedure and help to avoid issues with inconsistent meter readings in the future.

## **5. Financial Report**

### **a. Budget YTD**

- i. Request to change/add budget variances to the actual YTD amount. The variance column currently reflects what is remaining in the budget and could be changed or a column could be added to reflect what has been spent.

**MOTION#2025-58** Motion to accept the financial report of June 18, 2025.

Moved by Mike B.

Seconded by Bill M.

CARRIED

## **6. CEO Report**

- a. Discussion about incidents happening in the library and question regarding the staff's overall sense of safety. Nadine added that some staff members have mentioned more training for dealing with difficult patrons and will investigate opportunities for this.

**MOTION#2025-59** Motion to accept the CEO Report of June 18, 2025.

Moved by Hue E.

Seconded by Tanis F.

CARRIED

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

### **a. In-camera Session**

**MOTION#2025-60** Motion to go in-camera @ 5:02pm due to labour relations or employee negotiations and due to personal matters about an identifiable individual.

Moved by Robin D.

Seconded by Ken K.

CARRIED

The Board moved out of camera @ 5:25pm.

**MOTION#2025-61** Motion to offer the CEO position to Nadine Cousineau.

Moved by Mike B.

Seconded by Ken K.

CARRIED

**MOTION#2025-62** Motion to accept the minutes of the in-camera session of May 15, 2025.

Moved by Bill M.

Seconded by Hue E.

CARRIED

## **8. Policy Review**

### **a. OP-18 Makerspace**

- i. Appropriate edits to 3D printing certification process and use of CNC machine.

### **b. FN-03 Statement of Values**

- i. Approved as is.

**MOTION#2025-63** Motion to approve policy OP-18 Makerspace as amended and approve policy FN-03 Statement of Values and move to a 4-year review.

Moved by Hue E.

Seconded by Robin D.

CARRIED

## **9. Strategic Planning**

### **a. OLS Update**

- i. Nadine consulted with OLS and submitted the facilitation form, putting FFPLTC at number 8 on the waiting list for OLS facilitation of all or some of the strategic planning process. This would put FFPLB on track to have OLS participation by the second half of 2026.
- ii. OLS has a new fee structure for strategic planning, which is determined by population. We fall into the 5000 – 15000 group which is \$25/hr plus any additional in-person costs such as hotel, rental car, etc. The ballpark estimate for the whole project is around \$1000.
- iii. OLS consultant strongly recommends holding off on creating a strategic plan during periods of transition.
- iv. Nadine would like to begin – there is a large amount of prep work to do, ie. Community Surveys, SWOT (Strengths, Weaknesses, Opportunities and Threats) and PEST (Political, Economic, Social and Technological Factors) Analysis etc. Nadine can start preparing this over the summer and launch the community survey in the fall.

**b. Accreditation**

- i. FFPLTC was granted a 12-month extension – request for audit must be submitted to OPLG Council by September 15, 2025.
- ii. Reaccreditation must be completed no later than December 31, 2025.
- iii. FFPLTC will be billed a fee of \$50 for the extension.
- iv. Nadine has begun the self-evaluation and is preparing to submit a request for audit.

**10. Communication between Staff and Board - none**

**11. Information Items**

- a. Correspondence -none
- b. OPLG Introduction & Accreditation Process
- c. Friends of the Library Meeting Minutes – May 15, 2025

**MOTION#2025-64** Motion to accept the absence of Ken Kellar from May 15, 2025 meeting.

Moved by Robin D.

Seconded by Hue E.

CARRIED

**12. Adjournment and stating of next meeting date**

**MOTION#2025-65** Motion to adjourn the Library Board meeting of June 18, 2025 @ 5:50pm.

Moved by Bill M.

Seconded by Ken K.

CARRIED

The next regular meeting will be September 18, 2025.



Sheri De Gagné, Board Chair



Nadine Cousineau, Interim CEO