

Fort Frances Public Library

Board Meeting Minutes

Tuesday, March 24, 2026

The meeting of the Fort Frances Public Library Board took place in the Shaw Community Hub at the Fort Frances Public Library Technology Centre on Tuesday, March 24, 2026 @ 4:35pm.

Board Members in attendance: Sheri De Gagné, Robin Dennis, Tanis Fretter, Deputy Mayor Mike Behan, Councillor Bill Morrison Jr.

Staff in attendance: Nadine Cousineau – CEO

Regrets: Ken Kellar, Mayor Andrew Hallikas, Hue Eldridge

Call to order @ 4:35pm by Sheri De Gagné

Respect & Acknowledgement:

Read by Tanis F: We respectfully acknowledge that the Fort Frances Public Library is located on the traditional territory of Treaty 3. We honour the land and are committed to our relationship with all First Nations, Métis and Inuit Peoples who have stewarded these lands and waters for generations.

1. Declaration of Conflict of Interest - none

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

MOTION#2026-15 Motion to accept the agenda of March 24, 2026.

Moved by Robin D.

Seconded by Tanis F.

CARRIED

3. Minutes of Previous Meetings

a. February 19, 2026

MOTION#2026-16 Motion to accept the minutes of the February 19, 2026 meeting.

Moved by Bill M.

Seconded by Robin D.

CARRIED

4. Business Arising from Minutes

- a. Electrical bill formula
 - i. Nadine presented a recent electrical bill, along with the formula provided by the ToFF Deputy Treasurer used to calculate the Library's portion of the bill.
 - ii. Discussion regarding the electrical meter and current billing process.
 - iii. Discussion regarding ToFF energy audit; Nadine will get more information.
- b. 2025 Operating Budget Surplus
 - i. Town Council approved allocating the Library's 2025 Operating Budget surplus to the Town-controlled "Public Library & Technology Centre" reserve fund at its March 23, 2026 meeting.
- c. Nadine contacted the Northwestern Health Unit regarding the 2022 SCS Assessment and potential staff training opportunities; more information will be provided as it becomes available.

5. Financial Report

- a. Budget YTD
 - i. Discussion of budget actuals for the first quarter of the year.
 - ii. Discussion regarding Hourly PT wages.
 - iii. Discussion regarding Municipal Building and Yards – Salaries FT.
 - iv. Nadine received a donation check from the Friends of the Library to cover Super Conference expenses (registration, flight, hotel).
 - v. Due to Canada Post labour disruptions last year inter-library loan volume was much lower than anticipated. As a result, OLS will be giving an additional "one-time top up" grant of 50 cent per loan for 2025. Payments will be issued by March 31, 2026.

MOTION#2026-17 Motion to accept the financial report of March 24, 2026.

Moved by Mike B.

Seconded by Robin D.

CARRIED

6. CEO Report

MOTION#2026-18 Motion to accept the CEO Report of March 24, 2026.

Moved by Tanis F.

Seconded by Bill M.

CARRIED

7. Items for Action/Discussion

- a. In-camera Session

MOTION#2026-19 Motion to go in-camera @ 5:13pm due to labour relations or employee negotiations.
Moved by Robin D.
Seconded by Mike B.
CARRIED

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

MOTION#2026-20 Motion to accept the minutes of the in-camera session of February 19, 2026.
Moved by Bill M.
Seconded by Tanis F.
CARRIED

8. Policy Review

- a.** HR-07 Performance Management
 - i.** Restructure of HR-07 Performance and Discipline. Multiple amendments made.
- b.** HR-14 Progressive Discipline
 - i.** Restructure of HR-07 Performance and Discipline. Multiple amendments made.

MOTION#2026-21 Motion to approve policies HR-07 and HR-14 as amended and move to a 1-year review.
Moved by Robin D.
Seconded by Tanis F.
CARRIED

9. Communication between Staff and Board

- a.** The Board expressed appreciation for the staff's hard work regarding the recent increase in program attendance and library usage.

10. Information Items

- a.** Correspondence
 - i.** Sheri and Nadine received an email from Richard Khan, IT Specialist, regarding a community talk proposal on practical AI use.
- b.** Friends of the Library Meeting Minutes
 - i.** February 19, 2026

11. Stating of next meeting date

The next FFPL Board meeting will be April 16, 2026 @ 4:35pm.

12. Adjournment

MOTION#2026-22 Motion to adjourn the FFPL Board meeting of February 19, 2026 @

6:28pm.

Moved by Mike B.

Seconded by Bill M.

CARRIED

Handwritten signature of Sheri De Gagné in cursive script, positioned above a horizontal line.

Sheri De Gagné, Board Chair

Handwritten signature of Nadine Cousineau in cursive script, positioned above a horizontal line.

Nadine Cousineau, CEO