

Fort Frances Public Library

Board Meeting Minutes

Thursday, May 21, 2026

The meeting of the Fort Frances Public Library Board took place in the 52 Canadians meeting room at the Memorial Sports Centre on Thursday, May 21, 2026 @ 4:35pm.

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

Staff in attendance: Nadine Cousineau – CEO

Regrets: Hue Eldridge

Call to order @ 4:34pm by Sheri De Gagné

Respect & Acknowledgement:

Read by Robin D: 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#2026-31 Motion to accept the agenda of May 21, 2026.

Moved by Bill M.

Seconded by Robin D.

CARRIED

- 3. Minutes of Previous Meetings**

- a. April 16, 2026**

MOTION#2026-32 Motion to accept the minutes of the April 16, 2026 meeting.

Moved by Mike B.

Seconded by Ken K.

CARRIED

4. Business Arising from Minutes – none

5. Financial Report

- a. Budget YTD
 - i. Nadine noted that actual Shaw Room revenue exceeds the amount reflected in the budget report, as several invoices are outstanding.
 - ii. Nadine also noted that the Electrical Expense line has not been updated since January.

MOTION#2026-33 Motion to accept the financial report of May 21, 2026.

Moved by Tanis F.

Seconded by Ken K.

CARRIED

6. CEO Report

- a. No incidents were reported this month.
- b. Brief discussion regarding this month's programming statistics compared to the same time period from last year.
- c. Brief discussion regarding the mural project in the Children's Department.

MOTION#2026-34 Motion to accept the CEO report of April 14, 2026 – May 15, 2026.

Moved by Bill M.

Seconded by Mike B.

CARRIED

7. Items for Action/Discussion

- a. Board Assembly Update
 - i. Ken K. gave an update from the virtual OLS Board Assembly meeting on May 12, 2026.
- b. Memorandum of Understanding between ToFF and FFPLTC
 - i. Nadine presented the first draft of the Memorandum of Understanding (MOU) between the Town of Fort Frances and the Fort Frances Public Library Board.
 - ii. Discussion regarding draft MOU and necessary edits.
 - iii. Nadine will make the edits and bring to the next meeting.
- c. In-camera Session

MOTION#2026-35 Motion to go in-camera @ 5:17pm 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 at 5:41pm.

MOTION#2026-36 Motion to accept the minutes of the in-camera session of April 16, 2026.

Moved by Tanis F.
Seconded by Mike B.
CARRIED

Andrew H. left the meeting at 5:43pm

8. Policy Review

- a. FN-01 Mission Statement; FN-02 Vision Statement; FN-03 Statement of Values
 - i. Recommended by OLS Consultant to rescind as policy and align with Strategic Planning process.

MOTION#2026-37 Motion to rescind policies FN-01, FN-02 and FN-03 and to incorporate into Strategic Plan.

Moved by Ken K.
Seconded by Robin D.
CARRIED

- b. OP-04 Computer and Internet Use

MOTION#2026-38 Motion to approve policy OP-04 as amended and move to a 4-year review.

Moved by Tanis F.
Seconded by Bill M.
CARRIED

9. Communication between Staff and Board

- a. Letter from Adult Services Clerk
 - i. Discussion regarding generative artificial intelligence (AI) use at the library in relation to collection development, staff use, media/advertising, etc.
 - ii. Discussion regarding the need to develop and implement an AI policy at the FFPLTC.
 - iii. Nadine is registered for an OLA virtual conference about navigating AI in the public library and is gathering information from other libraries.
 - iv. OLS is currently working on a sample AI policy for public libraries to adopt.

10. Information Items

- a. Correspondence – none

11. Stating of next meeting date

The next FFPL Board meeting will be June 9, 2026 @ 4:35pm.


12. Adjournment

MOTION#2026-39 Motion to adjourn the FFPL Board meeting of May 21, 2026 @ 6:15pm.

Moved by Mike B.

Seconded by Bill M.

CARRIED



Sheri De Gagné, Board Chair



Nadine Cousineau, CEO