

Fort Frances Public Library
Board Meeting Minutes
Thursday, November 20, 2025

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 Thursday, November 20, 2025 @ 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., Hue Eldridge (call-in)

Staff in Attendance: Nadine Cousineau - CEO

Regrets: Elisa McLeod – Culture and Recreation Manager

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

Respect & Acknowledgment:

Read by Ken K: 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

Added to agenda:

7. Items for Action/Discussion

- d.** Truth & Reconciliation Booklets
- e.** Library holiday hours (added to item **a. Food for Fines**)

MOTION#2025-87 Motion to accept the agenda of November 20, 2025 as amended.

Moved by Bill M.

Seconded by Robin D.

CARRIED

3. Minutes of Previous Meetings

- a.** October 16, 2025
 - i.** Amended to include the stating of the special meeting of November 12, 2025 to discuss the capital budget.
- b.** November 12, 2025

- i. Amended to include discussion of capital replacement schedule.

MOTION#2025-88 Motion to accept the minutes of the October 16, 2025 and November 12, 2025 Board meetings as amended.

Moved by Ken K.

Seconded by Tanis F.

CARRIED

4. Business Arising from Minutes

Motion#2025-89 Motion to excuse the absence of Bill Morrison Jr. from the November 12, 2025 meeting.

Moved by Mike B.

Seconded by Robin D.

CARRIED

5. Financial Report

a. Budget YTD

- i. Discussion of 2025 revenues. It was noted that rental revenue from the Shaw Community Hub has exceeded the projected amount for 2025. Additionally, upon receipt of the PLOG funds, the Library's total operational revenue for 2025 will surpass the budgeted projection.
- ii. Discussion of the Ontario Library Service budget line and grants that are included.
- iii. Discussion regarding the recent Enbridge Gas bill. Amount will be reflected in next month's financial report.
- iv. \$1620 of in memoriam donations were entered incorrectly to Sundry Revenue and will be reallocated to Donations.

b. 2025 Capital Budget

- i. Update on 2025 capital budget, including the budgeted amount and what has been spent.
- ii. Discussion regarding the purchase of new chairs for the computer lab and teen area.

MOTION#2025-90 Motion to approve funding expense of \$5,858 for computer equipment from Library reserve funds.

Moved by Ken K.

Seconded by Tanis F.

CARRIED

MOTION#2025-91 Motion to accept the financial report of November 20, 2025.

Moved by Robin D.

Seconded by Bill M.
CARRIED

6. CEO Report

- i. Discussion regarding the increase in circulation statistics.
- ii. Discussion regarding the OPLG Accreditation Audit.

MOTION#2025-92 Motion to accept the CEO report of November 20, 2025.

Moved by Bill M.

Seconded by Tanis F.

CARRIED

7. Items for Action/Discussion

a. Food For Fines

- i. Nadine requested to run "Food for Fines" December 1 -13, 2025, where patrons can make a non-perishable food donation to waive late fees. The food items will then be donated to local food banks.

- ii. Nadine requested to close the Library on December 27, 2025.

b. Board Assembly Update

- i. Ken K. gave an update from the OLS Board Assembly meeting he attended on November 5, 2025.

c. In-camera session

MOTION#2025-93 Motion to go in-camera @ 5:19pm due to labour relations or employee negotiations.

Moved by Bill M.

Seconded by Ken K.

CARRIED

The Board moved out of camera @ 5:35pm.

MOTION#2025-94 Motion to accept the minutes of the in-camera session of October 16, 2025.

Moved by Robin D.

Seconded by Tanis F.

CARRIED

d. Truth & Reconciliation Booklets

- i. Discussion to include Truth & Reconciliation Calls to Action Booklets in the library collection, as well as possible purchase and resale of booklets in the library.
- ii. Discussion regarding the creation of a Truth & Reconciliation/Calls to Action section on the library website.

8. Policy Review

a. HR-07 Performance and Discipline

- i. Discussion to update policy and create two separate policies – *Performance Appraisal* and *Progressive Discipline*. Nadine will bring forward new policies at the next regular meeting.

b. HR-08 Compensation

- i. Policy is held in abeyance until final draft of Collective Agreement is in place.

9. Communication between Staff and Board – none

10. Information Items

a. Correspondence – none

b. FFPLTC Audit Report

- i. Discussion about the recommendations made by the OPLG Council.
- ii. Discussion regarding the Memorandum of Understanding with the ToFF, particularly the inclusion of the Library in the Town's Asset Management Plan.
- iii. The Board acknowledged Nadine's work on the OPLG Accreditation Audit.

c. CFLA Library & Literary Services for Indigenous Peoples of Canada Position Statement

d. CFLA Truth & Reconciliation Committee Recommendations

- i. Items c and d included as Truth & Reconciliation training for Staff and Board. Going forward items will be included in Staff and Board orientation package.

11. Adjournment and stating of next meeting date

MOTION#2025-95 Motion to adjourn the Library Board meeting of November 20, 2025 @ 6:02pm.

Moved by Mike B.

Seconded by Bill M.


CARRIED

The next meeting will be December 10, 2025 @ 4:35pm to discuss the 2026 operating budget.

The next regular meeting will be January 15, 2026 @ 4:35pm.



Sheri De Gagné, Board Chair



Nadine Cousineau, CEO