

**Fort Frances Public Library**

**Board Meeting Minutes**

**Thursday, October 16, 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, October 16, 2025 @ 4:35pm.

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

**Staff in attendance:** Nadine Cousineau - CEO

**Regrets:** Hue Eldridge, Ken Kellar, Elisa McLeod – Culture and Recreation Manager, Mayor Andrew Hallikas

**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**

**MOTION#2025-75** Motion to accept the agenda of October 16, 2025.

Moved by Bill M.

Seconded by Robin D.

CARRIED

**3. Minutes of Previous Meetings**

**a. September 18, 2025**

**MOTION#2025-76** Motion to accept the minutes of the September 18, 2025 Board meeting.

Moved by Tanis F.

Seconded by Mike B.

CARRIED

**4. Business Arising from Minutes**

- a.** Current GIC investments come due in December 2025. After consideration of the 2026 capital budget, re-invest for a year or more.

## **5. Financial Report**

- a. Electrical Power line has been updated to August 2025 – rebate was received in May 2025.
- b. The cheque for the Canada Summer Jobs grant was deposited into the wrong account and is being adjusted to the correct account.
- c. The Connectivity Fund application was submitted on September 9, 2025.

**MOTION#2025-77** Motion to accept the financial report of October 16, 2025.

Moved by Bill M.

Seconded by Mike B.

CARRIED

## **6. CEO Report**

**MOTION#2025-78** Motion to accept the CEO report of October 16, 2025.

Moved by Robin D.

Seconded by Tanis F.

CARRIED

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

- a. In-camera session

**MOTION#2025-79** Motion to go in-camera @ 5:11pm due to labour relations or employee negotiations.

Moved by Mike B.

Seconded by Bill M.

CARRIED

The Board moved out of camera @ 5:32pm.

**MOTION#2025-80** Motion to accept the minutes of the in-camera session of September 18, 2025.

Moved by Tanis F.

Seconded by Robin D.

CARRIED

## **8. Policy Review**

- a. FN-05 Respect and Acknowledgement Declaration
- b. FN-06 Equity, Diversity and Inclusion
- c. OP-03 Collection Development
- d. OP-09 Local History
- e. HR-04 Human Resources Management

- f. HR-05 Staff Selection and Assignment
- g. HR-06 Terms and Conditions of Employment
- h. HR-07 Performance and Discipline
- i. HR-08 Compensation
- j. HR-09 Vacation, Public Holidays and Leave

**MOTION#2025-81** Motion to approve policies FN-05, OP-03, OP-09, HR-04, HR-05, HR-06, HR-09 as amended and move to a 4-year review.

Moved by Mike B.

Seconded by Bill M.

CARRIED

**MOTION#2025-82** Motion to approve policy FN-06 and move to a 1-year review.

Moved by Robin D.

Seconded by Tanis F.

CARRIED

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

**10. Information Items**

- a. Correspondence – none

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

**MOTION#2025-83** Motion to adjourn the Library Board meeting of October 16, 2025 @ 6:45pm.

Moved by Mike B.

Seconded by Robin D.

CARRIED

There will be a special meeting on November 12, 2025 @ 4:35pm to discuss the capital budget.

The next regular meeting will be November 20, 2025 @ 4:35pm.

  
Sheri De Gagné, Board Chair

  
Nadine Cousineau, CEO