Fort Frances Public Library

Board Meeting Minutes

Thursday, September 18, 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, September 18, 2025 @ 4:35pm.

Board Members in attendance: Sheri De Gagné, Robin Dennis, Hue Eldridge, Ken Kellar, Mike Behan, Bill Morrison, Tanis Fretter, Mayor Andrew Hallikas

Staff in attendance: Nadine Cousineau - CEO

Regrets: Elisa McLeod – Recreation and Culture Manager

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

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

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

   MOTION#2025-66 Motion to accept the agenda of September 18, 2025.
   Moved by Hue E.
   Seconded by Tanis F.
   CARRIED

3. **Minutes of Previous Meetings**

   a. June 18, 2025

   MOTION#2025-67 Motion to accept the minutes of the June 18, 2025 regular Board meeting.
   Moved by Robin D.
   Seconded by Ken K.
   CARRIED

4. **Business Arising from Minutes**

   a. **i.** Nadine has still not heard back from the FFPC about the installation of an electrical meter.
   ii. An estimate from 2020 for the relocation of the electrical meter from IFK to the library was found. The estimate is five years old, and it is assumed the cost would be substantially higher in 2025.

iii. After the discussion at the June 18, 2025 Board meeting, the consensus is the electrical meter is no longer necessary.

5. Financial Report

a. Budget YTD

- **i.** The Public Library Operating Grant (PLOG) application was submitted on September 2, 2025.
- **ii.** The cheque for the Canada Summer Jobs Grant was received.
- **iii.** We have not received any OLS grants yet (Connectivity Grant, Postage rebate, etc)
- **iv.** Payment for the service agreement with the Township of Alberton was received August 29, 2025.
- **v.** We are still waiting for the Electrical Expense amounts for May, June, July and August to be input.
- **vi.** The budgeted amount for Events and Activities has almost been spent. Nadine received a cheque from the Friends of the Library on September 18, 2025 to supplement library programming for the remainder of the year.
- **vii.** The budgeted amount for part-time salaries has almost been spent, however 50% of the budgeted amount for full-time salaries is still available.
- **viii.** Discussion about the PLOG. The PLOG amount libraries receive has not increased in many years. Andrew H. discussed his recent trip to the AMO Conference where he advocated for library funding in a delegation with the Minister of Tourism, Culture and Gaming. Mike B. added that there was also a separate delegation from NOMA pushing for more PLOG funding.

b. Reserve Fund

- **i.** Discussion about GIC investments. Nadine will contact Dawn regarding an increase in the amount invested.
- **ii.** Discussion regarding the Fort Frances Library Building Fund. This fund was created by the Town of Fort Frances when the new library was built. Capital expenses can/should be coming from this account. Nadine will get a report on the fund.

MOTION#2025-68 Motion to accept the financial report of September 18, 2025.
Moved by Mike B.
Seconded by Hue E.
CARRIED

Bill M. joined the meeting

6. CEO Report

a. Nadine added to the report:
    i. the parking lot was repainted in late August at no cost to the library.
    ii. there was an unexpected library closure on September 6, 2025 due to staff shortages.

MOTION#2025-69 Motion to accept the CEO report of September 18, 2025.
Moved by Robin D.
Seconded by Tanis F.
CARRIED

7. Items for Action/Discussion

a. Board Assembly Representative - OLS
    i. Ken Kellar has volunteered to serve as the FFPL Board Assembly Representative.

b. In-camera session

MOTION#2025-70 Motion to go in-camera @ 5:12pm due to labour relations or employee negotiations.
Moved by Hue E.
Seconded by Robin D.
CARRIED

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

MOTION#2025-71 Motion to accept the minutes of the in-camera session of June 18, 2025.
Moved by Bill M.
Seconded by Ken K.
CARRIED

Andrew H. left the meeting

8. Policy Review

a. FN-05 Respect and Acknowledgement Declaration
b. OP-02 Circulation
c. OP-08 Mobile Device Use
d. OP-10 Procurement
e. OP-12 Reciprocal Borrowing
f. OP-27 Social Media
g. HR-01 Prevention of Discrimination and Harassment
h. HR-02 Prevention of Workplace Violence

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i. HR-03 Health and Safety
j. HR-10 Use of Technology
k. HR-13 Psychological Health and Safety

MOTION#2025-72 Motion to approve policies OP-02, OP-08, OP-10, OP-12, HR-10 and HR-13 and move to a 4 year review.
Moved by Mike B.
Seconded by Bill M.
CARRIED

MOTION#2025-73 Motion to approve policies OP-27, HR-01, HR-02 and HR-03 and move to a 1 year review.
Moved by Tanis F.
Seconded by Hue E.
CARRIED

9. Strategic Planning

i. Nadine has a plan in place and is working with the Strategic Plan Committee. More updates to come following the OPLG Accreditation audit which is taking place November 3, 2025.

10. Communication between Staff and Board - none

11. Information Items

a. Correspondence -none
b. Friends of the Library Meeting Minutes – June 12, 2025

12. Adjournment and stating of next meeting date

MOTION#2025-74 Motion to adjourn the Library Board meeting of September 18, 2025 @ 6:19.
Moved by Mike B.
Seconded by Robin D.
CARRIED

The next regular meeting will be October 16, 2025 @ 4:35pm.

Sheri De Gagné

Sheri De Gagné, Board Chair

NCousineau

Nadine Cousineau, CEO