

**Fort Frances Public Library
Board Meeting Minutes
Thursday, May 15, 2025**

The meeting of the Fort Frances Public Library Board took place in the Shaw Room at the Fort Frances Public Library Technology Centre on Thursday, May 15, 2025 @ 4:35pm.

Board members in attendance: Sheri De Gagné (Chair), Robin Dennis (Vice-Chair), Hue Eldridge, Tannis Fretter, Councillor Mike Behan, Mayor Andrew Hallikas, Councillor Bill Morrison Jr.

Staff in attendance: Nadine Cousineau – Interim CEO

Regrets: Elisa McLeod – Recreation and Culture Manager

Absent without regrets: Ken Kellar

Announcements: Richard Bee's last day of work at the library was May 9, 2025. Welcome to Nadine Cousineau, Interim CEO.

Call to order @ 4:39pm by Sheri De Gagné

1. Declaration of Conflict of Interest – none

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

MOTION#2025-47 Motion to accept the agenda of May 15, 2025.

Moved by Mike B.

Seconded by Bill M.

CARRIED

3. Minutes of Previous Meetings

a. April 16, 2025

b. May 1, 2025

MOTION#2025-48 Motion to accept the minutes of the April 16, 2025 regular meeting.

Moved by Robin D.

Seconded by Bill M.

CARRIED

MOTION#2025-49 Motion to accept the minutes of the May 1, 2025 special meeting.

Moved by Hue E.
Seconded by Tanis F.
CARRIED

4. Business Arising from Minutes - none

5. Financial Report

- a. Electrical Power Expense
 - i. Discussion regarding the electrical billing process.
 - ii. Discussion regarding the capacity of the electrical panels and the possibility of installing a separate electrical meter for the building. Nadine will contact the electrician for an estimate.
- b. Reserve Fund
 - i. Updated information regarding the Library's controlled reserve funds, prepared by previous CEO, Richard Bee, was shared.

MOTION#2025-50 Motion to accept the financial report of May 15, 2025.

Moved by Tanis F.
Seconded by Bill M.
CARRIED

6. CEO Report

- a. Discussion regarding an incident that took place outside of the staff door on May 1, 2025. Nadine expressed concern for staff safety when leaving the building through the staff door. Possible solutions to enhance visibility when leaving the building were discussed.
- b. Discussion regarding the condition of the roof trusses in the Great Space. Nadine will follow up with the Facility Superintendent about inspection.
- c. Nadine updated the Board about the Stella Wax Bar fundraiser which took place on May 13th, 2025.

MOTION#2025-51 Motion to accept the CEO Report of May 15, 2025.

Moved by Hue E.
Seconded by Robin D.
CARRIED

7. Items for Action/Discussion

- a. In-camera Session

MOTION#2025-52 Motion to go in-camera @ 5:00pm due to labour relations or employee negotiations and due to personal matters about an identifiable individual.

Moved by Tanis F.
Seconded by Mike B.
CARRIED

The Board moved out of camera @ 5:39pm.

MOTION#2025-53 Motion to accept the minutes of the in-camera session of the April 16, 2025 regular meeting.

Moved by Robin D.
Seconded by Hue E.
CARRIED

MOTION#2025-54 Motion to accept the minutes of the in-camera session of the May 1, 2025 special meeting.

Moved by Tanis F.
Seconded by Mike B.
CARRIED

8. Policy Review

- a.** OP-18 Makerspace
 - i. Policy is outdated and does not reflect how the Maker Space is operating. Nadine will review with staff and bring edits to next Board meeting.

9. Strategic Plan Report

- a.** Review of 2019 – 2023 Strategic Plan
 - i. Strategic Plan committee is prepared to begin this summer. Nadine will contact OLS and plan how to move forward.
 - ii. An evaluation of the old plan is necessary to determine what was successful and what needs to be addressed.
 - iii. Nadine will check on the status of the Library's accreditation and report back to the Board and Strategic Plan committee.

10. Communication between Staff and Board – None

11. Information Items

- a.** Correspondence
 - i. An email from interim Adult Services Clerk, Holly Angus was shared regarding an award received for her work on Welcoming Week.

12. Adjournment and stating of next meeting date

MOTION#2025-55 Motion to adjourn the Library Board meeting of May 15, 2025 @ 6:06 pm.

Moved by Robin D.

Seconded by Bill M.
CARRIED

The next meeting is June 18, 2025 @ 4:35 pm.

Sheri De Gagné

Sheri De Gagné, Board Chair

Nadine Cousineau

Nadine Cousineau, Interim CEO