

APPROVED

FORT ERIE PUBLIC LIBRARY
REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
April 18, 2017

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Nick Dubanow	Patrick Baichoo
Susan Jovanovic	Ken Burden
Gerard McCutcheon	Larry Graber
Terry Moore	George McDermott
Barbara Ruegg	
STAFF PRESENT	GUESTS PRESENTS
Craig Shufelt, CEO	
Maria Brigantino, Business Administrator	
DELEGATES PRESENT	
AUDIENCE – NUMBER OF PEOPLE IN ATTENDANCE	

The meeting was brought to order by the Vice Chair at approximately 5:32 p.m.

1. APPROVAL OF AGENDA

1.1 Approval of Agenda

17-024 Moved by: Nick Dubanow
 Seconded by: Barb Ruegg

That the Agenda of the April 18, 2017 Regular Board Meeting be approved as presented.

Carried

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. DELEGATIONS

None.

4. CONSENT AGENDA

- 4.1 Approval of Minutes: Regular Board Meeting, March 21, 2017**
- 4.2 Report # FIN-17-005: Confirmation of Accounts**
- 4.3 Report # CEO-17-011: 2016 – 2017 Goals and Objectives**
- 4.4 Report # CEO-17-012: Circulation for March**
- 4.5 Report # CEO-17-013: Friends of the Library Minutes**

17-025 Moved by: Terry Moore
 Seconded by: Susan Jovanovic

That Consent Agenda Items 4.1, 4.3, 4.4, and 4.5 of the April 18, 2017 Regular Board Meeting be approved as recommended save and except 4.2 Report # FIN-17-005 Confirmation of Accounts to be dealt with separately under New Business.

Carried

5. BUSINESS ARISING FROM PREVIOUS MEETING

None.

6. ACTIVITY REPORTS

6.1 Library Activity Report # CEOACT: 17-004

17-026 Moved by: Terry Moore
 Seconded by: Susan Jovanovic

That the Library Activity Report # CEOACT: 17-004 April 18, 2017, be accepted.

Carried

A copy of Report #CEOACT: 17-004 was circulated to Board members for information. Business arising from the report was a recommendation by the CEO that the Library Board participate in the National Canadian Film Day 150, a one-day celebration of Canadian cinema in honour of our nation's sesquicentennial. The Library will be offering the film Sharkwater 2: Revolution. The organizers of this event are suggesting the film be offered free of charge.

17-027 Moved by: Nick Dubanow
 Seconded by: Terry Moore

That the Fort Erie Public Library Board participate in the National Canadian Film Day 150 on April 19, 2017, by waiving the fee for the film chosen to be offered on that day.

Carried

7. NEW BUSINESS

7.1 Strategic Plan Update: Report # CEO-17-014

17-028 Moved by: Barb Ruegg
 Seconded by: Terry Moore

That the Fort Erie Public Library Board approve the Strategic Plan Calendar Update Report # CEO-17-014.

Carried

A quarterly review of the Strategic Plan Calendar Update was circulated to Library Board Members for their review and approval.

7.2 Confirmation of Accounts: Report # FIN-17-005

17-029 Moved by: Nick Dubanow
 Seconded by: Barb Ruegg

That the Fort Erie Public Library Board approve the Confirmation of Accounts, Report # FIN-17-005, as presented.

Carried

As requested by Nick Dubanow, Report # FIN-17-005, Confirmation of Accounts was removed from the consent agenda for discussion. Mr. Dubanow inquired as to the status of the 2016 HST Rebate. It was reported staff has finally received a ruling from CRA on the HST rate that applies to the Public Library. The Library was given two conflicting directives by the government, but a decision has now been made with respect to the correct rebate rate. The Library has been assured that CRA will provide a written statement to the Library for our future reference in the event this question should be raised again in the future.

8. POLICY AND BY-LAWS

8.1 Public Services and Rental Fees: Report # POL-17-146

17-030 Moved by: Susan Jovanovic
Seconded by: Terry Moore

That the Fort Erie Public Library Board approve the revision to the Public Services and Rental Fees Policy as recommended to reduce scanning fees to \$1.00 per scan.

Carried

The CEO reported that several members of the Operations team felt that the current fee of \$1.00 per page for scanning are a deterrent for patrons. The CEO looked at what some other libraries in the area charge for scanning, and the fees seem to range from free of charge to .25 per page. Given that our costs are far higher than most area libraries, it was recommended that the current fees be amended and reduced.

9. ENQUIRIES BY MEMBERS

None.

10. MEETINGS

10.1 Regular Meeting of the Board Tuesday, May 16, 2017
5:30 p.m. Centennial Boardroom

11. CLOSED SESSION

None.

12. ADJOURNMENT

As there was no further business, the Vice Chair of the Board declared the meeting adjourned at approximately 6:05 p.m.

The undersigned have reviewed the unapproved Minutes of the April 18, 2017, Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

Gerard McCutcheon, Vice Chair

Craig Shufelt, CEO