

APPROVED

FORT ERIE PUBLIC LIBRARY
REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
June 20, 2017

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Nick Dubanow	Gerard McCutcheon
Susan Jovanovic	George McDermott
Terry Moore	
Barbara Ruegg	
Patrick Baichoo	
Kenneth Burden	
Larry Graber	
STAFF PRESENT	GUESTS PRESENTS
Craig Shufelt, CEO	
Maria Brigantino, Business Administrator	
DELEGATES PRESENT	
Gina LaForce	
Paul Sapounzi	
AUDIENCE – NUMBER OF PEOPLE IN ATTENDANCE	
1	

The meeting was brought to order by the Chair at approximately 5:38 p.m.

1. APPROVAL OF AGENDA

1.1 Approval of Agenda

17-039 Moved by: Nick Dubanow
Seconded by: Patrick Baichoo

That the Agenda of the June 20, 2017 Regular Board Meeting be approved as presented.

Carried

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. DELEGATIONS

Gina La Force, representing La Force and Associates and Paul Sapounzi representing +VG Architects.

In January, 2017, the Fort Erie Public Library Board contracted with +VG Architects and La Force & Associates to conduct a Collections, Services and Space Planning Review of the Fort Erie Public Libraries. The purpose of the review was to provide recommendations and required improvements related to the continuing services offered at all three service points. Gina La Force and Paul Sapounzi presented an overview of the draft plan, addressed specific questions on data presented and general questions on the draft document.

4. CONSENT AGENDA

- 4.1 Approval of Minutes: Regular Board Meeting, May 16, 2017**
- 4.2 Report # FIN-17-008: Confirmation of Accounts**
- 4.3 Report # CEO-17-018: 2016 – 2017 Goals and Objectives**
- 4.4 Report # CEO-17-019: Circulation for May**
- 4.5 Report # CEO-17-020: Staff Training Update**
- 4.6 Report # CEO-17-021: Friends of the Library Minutes**

17-040 Moved by: Terry Moore
 Seconded by: Kenneth Burden

That Consent Agenda Items 4.1, 4.2, 4.3, 4.4, 4.5 and 4.6 of the June 20, 2017 Regular Board Meeting be approved as recommended.

Carried

5. BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Collections, Services & Space Planning Review

Library Board members concurred that when the final draft of the Fort Erie Public Library Services and Facility Master Plan 2017 is received, it will be circulated to Board Members for further review. Board members will reconvene to discuss the final draft approximately two weeks after it is circulated.

6. ACTIVITY REPORTS

6.1 Library Activity Report # CEOACT: 17-006

17-041 Moved by: Susan Jovanovic
Seconded by: Barbara Ruegg

That the Library Activity Report # CEOACT: 17-006 June 20, 2017, be accepted.

Carried

A copy of Report #CEOACT: 17-006 was circulated to Board members for information. There was no business arising from the report.

7. NEW BUSINESS

None.

8. POLICY AND BY-LAWS

8.1 Health and Safety Policies: Report # POL-17-147

17-042 Moved by: Terry Moore
Seconded by: Patrick Baichoo

That the Fort Erie Public Library Board approve the revised Health and Safety Policy, Harassment in the Workplace Policy and Violence in the Workplace Policy, as presented.

Carried

Under the Provincial *Occupational Health and Safety Act*, all employers with more than six employees are required to approve a corporate Health and Safety policy statement, Harassment in the Workplace policy statement and Violence in the Workplace policy statement. These policies are reviewed annually and updated if necessary. Copies of the policies were circulated to the Board for their review.

8.2 Revised Job Description: Information Services (Library) Assistants: Report # POL-17-148

17-043 Moved by: Barbara Ruegg
Seconded by: Susan Jovanovic

That the Fort Erie Public Library Board approve the revised Information Services (Library) Assistant – Full Time (6.4.7) and Information Services (Library) Assistant – Part Time (6.4.8) job descriptions as presented.

Carried

Management reviews current job descriptions whenever vacancies and/or recruitment is pending. In light of recent changes in staffing, it is anticipated that recruitment will be undertaken in the next few months. One of the job descriptions reviewed was the Information Services (Library) Assistant, introduced in the year 2008. The existing job description contains references to outdated tasks and collections that no longer exist (i.e. vertical files). The proposed revisions capture the broader overview of the responsibilities of the position. A draft of the revisions were circulated to the Library Board Members for their consideration.

8.3 Revised Circulation and Fines and Fees Policies: Report # POL-17-149

17-044 Moved by: Nick Dubanow
 Seconded by: Kenneth Burden

That the Fort Erie Public Library Board approve the revised Circulation/Borrowing Policy (7.3.4) and Overdue Materials/Collection Management Fines and Fees Policy (4.4.1) as presented.

Carried

As part of our reciprocal borrowing agreement, the LINC (Libraries in Niagara Cooperative) libraries have attempted wherever possible to reconcile our borrowing policies so that they match, avoiding confusion for patrons caused by differing policies. The Fort Erie Public Library will need to make some minor changes to our existing borrowing policies for books, and patrons will now also be allowed one renewal for DVDs. The larger change is the planned creation of an Express materials (books and DVDs) collection that will offer shorter borrowing periods with no renewals allowed, with these Express materials also not being available as part of our reciprocal borrowing with other LINC libraries. The purpose of this collection is to ensure that there will always be popular materials on the shelf for our browsing patrons, and we're hoping that this will also help to increase circulation. Revised policies were circulated to the Board for review and approval.

9. ENQUIRIES BY MEMBERS

None.

10. MEETINGS

10.1 Regular Meeting of the Board

Tuesday, September 19, 2017
5:30 p.m. Centennial Boardroom

11. CLOSED SESSION

None.

12. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 8:19 p.m.

The undersigned have reviewed the unapproved Minutes of the June 20, 2017, Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

Larry Graber, Chair

Craig Shufelt, CEO