

APPROVED

**FORT ERIE PUBLIC LIBRARY  
REGULAR BOARD MEETING  
CENTENNIAL BRANCH BOARDROOM  
MINUTES  
September 17, 2018**

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>
Kenneth Burden	Patrick Baichoo
Nick Dubanow	
Larry Graber	
Susan Jovanovic (From 6:05 p.m.)	
Gerard McCutcheon	
George McDermott	
Terry Moore	
Barbara Ruegg	
<b>STAFF PRESENT</b>	<b>GUESTS PRESENTS</b>
Craig Shufelt, CEO	
Maria Brigantino, Business Administrator	
<b>DELEGATES PRESENT</b>	
0	
<b>AUDIENCE – NUMBER OF PEOPLE IN ATTENDANCE</b>	
0	

The meeting was brought to order by the Chair at approximately 5:30 p.m.

**1. APPROVAL OF AGENDA**

**1.1 Approval of Agenda**

18-042 Moved by: Nick Dubanow  
Seconded by: Barb Ruegg

That the Agenda of the September 17, 2018 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, June 19, 2018  
Electronic Vote Conducted by Email
- 4.2 Report # FIN-18-008: Confirmation of Accounts
- 4.3 Report # CEO-18-021: 2018-19 Goals and Objectives
- 4.4 Report # CEO-18-022: Circulation for June July August
- 4.5 Report # CEO-18-023: Friends of the Library Minutes

18-043 Moved by: Kenneth Burden  
Seconded by: Larry Graber

That Consent Agenda Items 4.1, 4.2, 4.3, 4.4 and 4.5 of the September 17, 2018 Regular Board Meeting be approved as recommended.

Carried

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

None.

**6. ACTIVITY REPORTS**

**6.1 Library Activity Report # CEOACT: 18-008**

18-044 Moved by: George McDermott  
Seconded by: Barb Ruegg

That the Library Activity Report # CEOACT: 18-008 September 17, 2018, be accepted.

Carried

A copy of Report #CEOACT: 18-008 was circulated to Board members for information. There was no business arising from the report.

## 7. NEW BUSINESS

### 7.1 Strategic Plan: Report # CEO-18-024

18-045            Moved by:     Barb Ruegg  
                      Seconded by:  Nick Dubanow

That the Fort Erie Public Library Board approve the creation of a Strategic Plan for the years 2019 – 2021, to be created in-house and presented by the CEO to the Library Board in early 2019.

Carried

The Library's current Strategic Plan is set to end as of December, 2018. The CEO recommended that Library Administration undertake the creation of a Strategic Plan that will cover the next three years. This plan will be prepared and presented to the Library Board early in 2019.

### 7.2 Friends of the Library Memorandum of Understanding: Report # CEO-18-025

18-046            Moved by:     Kenneth Burden  
                      Seconded by:  Terry Moore

That the Fort Erie Public Library Board approve the Revised Memorandum of Understanding between the Fort Erie Public Library and the Friends of the Fort Erie Public Library.

Carried

The Library Board Chair and the CEO met with the President of the Friends of the Fort Erie Public Library for an annual review of the Friends' achievements and goals going forward, as outlined in the library's Strategic Plan. A copy of the revised Memorandum was circulated to the Board for review and subsequent approval.

### 7.3 Library Construction Bids: Report # CEO-18-026

The Library received three bids in response to the renovation/construction tender for the Centennial Branch of the Library, one of which was disqualified. Copies of the two tenders were circulated to the Board for review. The bids were well over the anticipated costs as estimated by Les Parker Design. Discussion ensued with respect to several options that will be explored by the CEO for funding the project and working with the lowest bidder on dividing the proposed renovations into smaller components. The CEO will bring back a report to the Library Board at the October meeting once he has met with the contractors and has more specific cost breakdown of each component of the proposed project.

**8. POLICY AND BY-LAWS**

None.

**9. ENQUIRIES BY MEMBERS**

None.

**10. MEETINGS**

10.1	Regular Meeting of the Board	Tuesday, October 16, 2018 5:30 p.m. Centennial Boardroom
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**11. CLOSED SESSION**

None.

**12. ADJOURNMENT**

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 6:37 p.m.

The undersigned have reviewed the unapproved Minutes of the September 17, 2018, Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

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Gerard McCutcheon, Chair

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Craig Shufelt, CEO