FORT ERIE PUBLIC LIBRARY REGULAR BOARD MEETING CENTENNIAL BRANCH BOARDROOM MINUTES September 19, 2017

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Kenneth Burden	Patrick Baichoo
Nick Dubanow	
Larry Graber	
Susan Jovanovic	
Gerard McCutcheon	
George McDermott	
Terry Moore	
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 Chair at approximately 5:30 p.m.

1. APPROVAL OF AGENDA

1.1 Approval of Agenda

17-049 Moved by: Kenneth Burden

Seconded by: Barbara Ruegg

That the Agenda of the September 19, 2017 Regular Board Meeting be approved as

presented.

Carried

DECLARATION OF CONFLICT OF INTEREST

None.

3. DELEGATIONS

None.

CONSENT AGENDA

4.1 **Approval of Minutes:** Regular Board Meeting, June 20, 2017

Special Meeting, August 8, 2017

4.2 **Confirmation of Accounts** Report # FIN-17-009:

4.3 **Report # CEO-17-021:** 2016 – 2017 Goals and Objectives

4.4 Report # CEO-17-019: Circulation for May 4.5 Report # CEO-17-022: Circulation for August 4.6 Report # CEO-17-023: Friends of the Library

17-050 Moved by: Nick Dubanow

> Seconded by: Terry Moore

That Consent Agenda Items 4.1, 4.2, 4.3, 4.4, 4.5 and 4.6 of the September 19, 2017 Regular Board Meeting be approved as recommended.

Carried

5. **BUSINESS ARISING FROM PREVIOUS MEETING**

5.1 **Collections, Services & Space Planning Review**

17-051 Moved by: Susan Jovanovic

> Seconded by: Gerard McCutcheon

That the Fort Erie Public Library Board approves the Fort Erie Public Library Services and Facility Master Plan 2017, as prepared by VG Architects as presented.

Carried

The final draft of the Fort Erie Public Library Services and Facility Master Plan 2017 was received by VG Architects and circulated to Board members previous to the September meeting for their review. Board members were given an opportunity to ask questions and comment on the plan as presented. The CEO will bring back a report to the Board that will identify the recommendations contained within the report, compiled into a priority list.

ACTIVITY REPORTS 6.

6.1 Library Activity Report # CEOACT: 17-006

17-052 Moved by: Kenneth Burden

> Seconded by: Terry Moore

That the Library Activity Report # CEOACT: 17-007 September 17, 2017, be accepted. Carried

A copy of Report #CEOACT: 17-007 was circulated to Board members for information. There was no business arising from the report.

NEW BUSINESS

7.1 Strategic Plan Update: Report CEO-17-024

17-053 Moved by: Gerard McCutcheon

> Seconded by: Barbara Ruegg

That the Fort Erie Public Library Board approve the Strategic Plan Calendar Update

Report #CEO-17-024.

Carried

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

POLICY AND BY-LAWS 8.

8.1 Revised Job Description: Library Assistant (Emphasis on Marketing): Report # POL-17-150

17-054 Moved by: Nick Dubanow Seconded by: Barbara Ruegg

> That the Fort Erie Public Library Board approve the revised Library Assistant -Part Time (Emphasis on Marketing) Job Descriptions as presented.

> > Carried

In reviewing the needs of the Library, Management has determined that the second vacancy in our staff complement, occurring as a result of a staff retirement, will be filled with a Library Assistant with an emphasis on marketing. For this particular hiring, Management will be hiring someone who has more specific education and/or skills related to marketing. A revised job

description was circulated to the Board which, in addition to library service desk responsibilities, includes tasks related to marketing and promotion material.

ENQUIRIES BY MEMBERS 9.

None.

10. **MEETINGS**

10.1 Regular Meeting of the Board Tuesday, October 19, 2017 5:30 p.m. Centennial Boardroom

11. **CLOSED SESSION**

11.1 Human Resource Matter – Labour relations or employee negotiations

17-055 Moved by: George McDermott

> Seconded by: Terry Moore

That the Fort Erie Public Library Board does now go into closed session at 6:35 p.m. to discuss the following:

Human Resource Matter: Negotiation with CUPE Local 2023

Carried

17-056 Moved by: Barbara Ruegg

Seconded by: Susan Jovanovic

That the Fort Erie Public Library Board does now rise and reconvene from closed session at 7:00 p.m. with report that the new position of Community Engagement Librarian replace the existing position of Community Services Coordinator.

17-057 Moved by: Barbara Ruegg

> Seconded by: Susan Jovanovic

That the Fort Erie Public Library Board approves the job description for the new position of Community Engagement Librarian,

And further that the position of Community Services Coordinator be left vacant.

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As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 7:02 p.m.

The undersigned have reviewed the unapproved Minutes of the September 19, 2017, Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.				
Larry Graber, Chair	Craig Shufelt, CEO			