

APPROVED

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

**2. DECLARATION OF CONFLICT OF INTEREST**

None.

**3. DELEGATIONS**

None.

**4. CONSENT AGENDA**

- 4.1 Approval of Minutes: Regular Board Meeting, June 20, 2017  
Special Meeting, August 8, 2017**
- 4.2 Report # FIN-17-009: Confirmation of Accounts**
- 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.

**6. ACTIVITY REPORTS**

**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.

**7. 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.

**8. POLICY AND BY-LAWS**

**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



**12. ADJOURNMENT**

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.

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Larry Graber, Chair

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Craig Shufelt, CEO