

UNAPPROVED

FORT ERIE PUBLIC LIBRARY
REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
October 17, 2017

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Nick Dubanow	George McDermott
Susan Jovanovic (from 5:37 pm)	
Gerard McCutcheon	
Terry Moore	
Barbara Ruegg	
Patrick Baichoo	
Ken Burden	
Larry Graber	
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

17-058 Moved by: Nick Dubanow
Seconded by: Barbara Ruegg

That the Agenda of the October 17, 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, September 19, 2017
- 4.2 Report # FIN-17-010: Confirmation of Accounts
- 4.3 Report # CEO-17-025: 2016 – 2017 Goals and Objectives
- 4.4 Report # CEO-17-026: Circulation for September
- 4.5 Report # CEO-17-027: Friends of the Library

17-059 Moved by: Kenneth Burden
 Seconded by: Terry Moore

That Consent Agenda Items 4.1, 4.2, 4.4, and 4.5 of the October 17, 2017 Regular Board Meeting be approved as recommended and further that item 4.3 (2016-2017 Goals and Objectives) be removed from the consent agenda for discussion.

Carried

17-060 Moved by: Patrick Baichoo
 Seconded by: Kenneth Burden

That the Fort Erie Public Library Board approve Report # CEO-17-025: 2016 – 2017 Goals and Objectives as presented.

Carried

5. BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Collections, Services & Space Planning Review: Prioritized List of Recommendations: Report # CEO-17-028

The final draft of the Fort Erie Public Library Services and Facility Master Plan 2017 was approved at the September meeting of the Board. The Library Board requested that the CEO summarize and group the recommendations into three categories, high priority, medium priority and low priority. The CEO presented the report and requested that Board members contact him if they have questions or input on the information contained in his report. At the

November meeting of the Board, the CEO will make recommendations on priority items for consideration by the Board in moving forward with the Plan.

6. ACTIVITY REPORTS

6.1 Library Activity Report # CEOACT: 17-008

17-061 Moved by: Gerard McCutcheon
Seconded by: Barbara Ruegg

That the Library Activity Report # CEOACT: 17-008 October 17, 2017, be accepted.

Carried

A copy of Report #CEOACT: 17-008 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 Policy 7.3.4. Circulation/Borrowing Policy and 4.4.3 Non-Resident Membership Fees: Report # POL-17-151

17-062 Moved by: Nick Dubanow
Seconded by: Barbara Ruegg

That the Fort Erie Public Library Board approve the revised 7.3.4 Circulation/Borrowing Policy and 4.4.3 Non-Resident Membership Fees Policy as presented.

Carried

The CEO reported that over the past few years, several libraries in the Niagara Region have eliminated their non-resident fees and allowed residents to borrow materials free of charge from other libraries in the Niagara Region. With reciprocal borrowing now happening through LINC, and with other area libraries no longer charging non-resident fees, the CEO recommended that the Fort Erie Public Library's policies be revised so that all Niagara residents can be eligible for library cards free of charge. Staff will begin working on the procedural aspect of implementing the changes to the policy, once approved.

9. ENQUIRIES BY MEMBERS

- 9.1 Vice Chair, Gerard McCutcheon circulated the semi-annual Library Board Evaluation forms and requested Board members return them to him within the next week. Results will be reported at the November Board Meeting.

Larry Graber, Gerard McCutcheon and Terry Moore will again serve as the Board Budget Committee that will work with staff on the Library's 2018 Budget Presentation to Municipal Council.

10. MEETINGS

- 10.1 Regular Meeting of the Board

Tuesday, November 21, 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 6:22 p.m.

The undersigned have reviewed the unapproved Minutes of the October 17, 2017, Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.


Larry Graber, Chair


Craig Shufelt, CEO