

APPROVED

FORT ERIE PUBLIC LIBRARY
REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
November 21, 2017

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Nick Dubanow	
Susan Jovanovic	
Gerard McCutcheon	
Terry Moore	
Barbara Ruegg	
Patrick Baichoo	
Ken Burden	
Larry Graber	
George McDermott	
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

17-063 Moved by: Nick Dubanow
 Seconded by: Patrick Baichoo

That the Agenda of the November 21, 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, October 17, 2017**
- 4.2 **Report # FIN-17-011: Confirmation of Accounts**
- 4.3 **Report # CEO-17-029: 2016 – 2017 Goals and Objectives**
- 4.4 **Report # CEO-17-030: Circulation for October**
- 4.5 **Report # CEO-17-031: Friends of the Library**

17-064 Moved by: Larry Graber
 Seconded by: Terry Moore

That Consent Agenda Items 4.1, 4.2, 4.3, 4.4, and 4.5 of the November 21, 2017 Regular Board Meeting be approved as recommended.

Carried

5. BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Board Evaluation

Deferred to the December meeting of the Board as not all evaluation forms were received.

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

The CEO circulated a report that contained recommendations on priority items for consideration by the Board in moving forward with the plan. The CEO reviewed the document and presented the rationale used to determine the priority items identified. The next step in the process will be for the Library Board to use this document as a basis for establishing the yearly Goals and Objectives for the Library over the next few years. This ensures that the planning document is reviewed and updated on a regular basis through the Goals and Objectives monthly reporting format.

6. ACTIVITY REPORTS

6.1 Library Activity Report # CEOACT: 17-009

17-065 Moved by: Barbara Ruegg
 Seconded by: Susan Jovanovic

That the Library Activity Report # CEOACT: 17-009 November 21, 2017, be accepted.

Carried

A copy of Report #CEOACT: 17-009 was circulated to Board members for information. There was no business arising from the report.

7. NEW BUSINESS

7.1 2018 Draft Budget: Report # FIN-17-012

17-066 Moved by: Barbara Ruegg
 Seconded by: Terry Moore

That the Fort Erie Public Library Board approve the 2018 Draft Budget Proposal for presentation to Council requesting a Municipal Grant of \$1,513,029.00 which represents an increase of \$42,187.00 or 2.9% increase over 2017.

Carried

A copy of the 2018 Draft Operating Budget and accompanying notes were circulated to Library Board Members for discussion. The proposed budget was reviewed and discussed by the Library Board and ultimately approved for presentation to Municipal Council.

8. POLICY AND BY-LAWS

None.

9. ENQUIRIES BY MEMBERS

Terry Moore provided a verbal report of the SOLS Trustee Council Meeting he attended at the Lincoln Library.

The Business Administer requested that Board Members planning to attend any part of the OLA Super Conference email the date and sessions they wish to attend to her by the middle of December.

10. MEETINGS

10.1	Regular Meeting of the Board	Tuesday, December 19, 2017 4:30 p.m. Centennial Boardroom
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11. CLOSED SESSION

None.

12. ADJOURNMENT

As there was no further business, the Vice Chair of the Board declared the meeting adjourned at approximately 6:40 p.m.

The undersigned have reviewed the unapproved Minutes of the November 21, 2017, Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

Gerard McCutcheon, Vice Chair

Craig Shufelt, CEO