

APPROVED

FORT ERIE PUBLIC LIBRARY
REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
May 17, 2016

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Ken Burden	Patrick Baichoo
Larry Graber	George McDermott
Mary Hesser	
Susan Jovanovic	
Gerard McCutcheon	
Terry Moore	
Barbara Ruegg	
STAFF PRESENT	GUESTS PRESENTS
Craig Shufelt, CEO	Karissa Alcox, Children and Teen Librarian (Delegation Only)
Maria Brigantino, Business Administrator	
DELEGATES PRESENT	
AUDIENCE – NUMBER OF PEOPLE IN ATTENDANCE	
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

16-029 Moved by: Barb Ruegg
Seconded by: Ken Burden

That the Agenda of the May 17, 2016 Regular Board Meeting be approved as amended to include item 9.1 - Jury Duty Reimbursement Policy.

Carried

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. DELEGATIONS

Karissa Alcox, Children and Teen Librarian for the Fort Erie Public Library was invited to make a presentation to the Library Board on the recent acquisitions that will contribute to the Library's Maker Space initiative. In her presentation, each purchase was demonstrated, and the skills children and teens will learn as they use these interactive devices were highlighted. Users will learn Coding; Engineering and Circuitry, and Technology and Design. These purchases were made possible through funding from the Ontario Library Capacity Fund (OLCF).

4. CONSENT AGENDA

- 4.1 Approval of Minutes: Regular Board Meeting, April 19, 2016**
- 4.2 Report # FIN-16-006: Confirmation of Accounts**
- 4.3 Report # CEO-16-015: Circulation for April**
- 4.4 Report # CEO-16-016: Friends of the Library April Minutes**

16-030 Moved by: Ken Burden
Seconded by: Gerard McCutcheon

That Consent Agenda Items 4.1, 4.2, 4.3, and 4.4, of the May 17, 2016 Regular Board Meeting be approved as presented.

Carried

5. BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Library Board Evaluation

The bi-annual Library Board Evaluation forms were distributed to Board members at the April meeting. Board members were requested to fill in the evaluation forms and submit them to Gerry McCutcheon, Vice Chair. The Vice Chair indicated that the comments were very positive with the consensus of the Board members being that they are very happy with the direction and accomplishments of the Board.

5.2 Strategic Plan

16-031 Moved by: Terry Moore
Seconded by: Susan Jovanovic

That the Fort Erie Public Library Board approve the Strategic Plan Update 2016.

Carried

The CEO reported that a draft copy of the Strategic Plan Update was circulated to the Library Board for review in April. Board members were asked to review the document and contact the CEO if they required clarification or had questions/suggestions. The CEO reported there were no questions and no changes required to the objectives as written. The CEO will now finalize the wording on the Introduction page and circulate the final/formal Strategic Plan Update 2016 at the June meeting.

6. FINANCIAL REPORTS

6.1 Report # FIN-16-007: 2015 Draft Financial Audit

16-032 Moved by: Terry Moore
Seconded by: Susan Jovanovic

That the Fort Erie Library Board approves the 2015 Audited Financial Statements as prepared by Grant Thornton Chartered Accountants for the Fort Erie Public Library Board,

And further that the Fort Erie Public Library Board receive the “Reports to the Board-Communication of Audit Strategy and Results”

And further that the Chair and Vice Chair sign the 2015 Audited Financial Statements on behalf of the Library Board.

Carried

Grant Thornton, Chartered Accountants have finalized their audit and the 2015 Financial Statements for the Fort Erie Public Library Board. Draft copies of the 2015 Financial Statements of the Library’s operations were distributed to Board Members for review and discussion.

Also circulated to the Board was a Report to the Board prepared by Grant Thornton. The report included an outline of Grant Thornton’s function as auditors, their primary objective to express an opinion on the financial statements and internal controls.

7. ACTIVITY REPORT

7.1 Library Activity Report # CEOACT: 16-005

16-033 Moved by: Mary Hesser
 Seconded by: Barb Ruegg

That the Library Activity Report # CEOACT: 16-005 May 17, 2016, be accepted.

Carried

A copy of Report #CEOACT: 16-005 was circulated to Board members for information. There was no business arising from the report.

8. NEW BUSINESS

8.1 Trustee Council Verbal Report: Terry Moore

Terry Moore, the Fort Erie Public Library Board’s representative for SOLS Trustee Council, gave a verbal report and short overview of a meeting he attended in April. Promotional materials that were distributed at that meeting were shared with the Fort Erie Public Library Board for information.

9. POLICY & BY-LAWS

9.1 Jury Duty Reimbursement Policy: Report #POL- 16-141

16-034 Moved by: Barb Ruegg
 Seconded by: Susan Jovanovic

That the Fort Erie Public Library Board approved the Jury Duty Reimbursement Policy as presented.

Carried

The Chair of the Board reported that a recent occurrence of a non-union staff member receiving a summons for jury duty brought to attention that the Library Board did not have a policy regarding this situation. A draft policy for jury duty reimbursement was circulated to the Library Board for discussion and approval.

