

**FORT ERIE PUBLIC LIBRARY  
REGULAR BOARD MEETING  
CENTENNIAL BRANCH BOARDROOM  
MINUTES  
May 16, 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	
DELEGATES PRESENT	
AUDIENCE – NUMBER OF PEOPLE IN ATTENDANCE	

Before the meeting was officially called to order, Board members moved to the small meeting room for a demonstration of maker items conducted by Karissa Alcox, Children and Teen Librarian. Karissa demonstrated a number of items that the library has purchased over the past year using Ontario Library Capacity Fund grant money.

The meeting was brought to order by the Chair at approximately 6:02 p.m.

<b>1. APPROVAL OF AGENDA</b>
------------------------------

**1.1 Approval of Agenda**

17-031            Moved by:     Nick Dubanow  
                       Seconded by:  Patrick Baichoo

That the Agenda of the May 16, 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, March 21, 2017**
- 4.2 Report # FIN-17-006: Confirmation of Accounts**
- 4.3 Report # CEO-17-015: 2016 – 2017 Goals and Objectives**
- 4.4 Report # CEO-17-016: Circulation for March**

17-032            Moved by:     Terry Moore  
                      Seconded by:  Gerard McCutcheon

That Consent Agenda Items 4.1, 4.2, 4.3, and 4.4 of the May 16, 2017 Regular Board Meeting be approved as recommended.

Carried

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**5.1 Board Evaluation**

Semi-annual Board evaluation forms were distributed by Vice Chair Gerard McCutcheon at the March meeting, with Board members asked to complete and return the forms to the Vice Chair. The Vice Chair gave a verbal report, as well as sharing a summarized form of ratings and comments with the Board. All of the twelve questions on the evaluation forms were answered as satisfactory by all members of the Board, and the collected comments all spoke positively to the accomplishments and directions of the Board.

**6. ACTIVITY REPORTS**

**6.1 Library Activity Report # CEOACT: 17-005**

17-033            Moved by:     Ken Burden  
                      Seconded by:  Barbara Ruegg

That the Library Activity Report # CEOACT: 17-005 May 16, 2017, be accepted.

Carried

A copy of Report #CEOACT: 17-005 was circulated to Board members for information. Business arising from the report was a recommendation by the CEO that the Fort Erie Public Library waive the fee for the live theatrical performance that will take place as part of the library's Summer Reading offerings. The Friends of the Library have agreed to donate \$1,500 to cover the cost of the performance, with the hope of making the performance free of charge for those who attend.

17-034            Moved by:     Barbara Ruegg  
                      Seconded by:   Susan Jovanovic

That the Fort Erie Public Library Board waive the fee for the live theatrical performance that will be offered as part of the library's Summer Reading programming.

Carried

**7. NEW BUSINESS**

**7.1     2016 Draft Audit: Report # FIN-17-007**

17-035            Moved by:     Ken Burden  
                      Seconded by:   Nick Dubanow

That the Fort Erie Public Library Board approve the 2016 Audited Financial Statements as prepared by Grant Thornton Chartered Accounts 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 Results"

And further that the Chair and Vice Chair sign the 2016 Audited Financial Statements on behalf of the Library Board.

Carried

Copies of the 2016 draft audit as completed and presented by Grant Thornton were distributed to the Board to review. The CEO briefly reviewed the auditors' findings and our current financial standing.

**8. POLICY AND BY-LAWS**

None



**12. ADJOURNMENT**

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 7:00 p.m.

The undersigned have reviewed the unapproved Minutes of the May 16, 2017, Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

\_\_\_\_\_  
Larry Graber, Chair

\_\_\_\_\_  
Craig Shufelt, CEO