

APPROVED

**FORT ERIE PUBLIC LIBRARY  
REGULAR BOARD MEETING  
CENTENNIAL BRANCH BOARDROOM  
MINUTES  
January 16, 2018**

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>
Ken Burden	Patrick Baichoo
Nick Dubanow	George McDermott
Larry Graber	Barbara Ruegg
Susan Jovanovic	
Gerard McCutcheon	
Terry Moore	
<b>STAFF PRESENT</b>	<b>GUESTS PRESENTS</b>
Craig Shufelt, CEO	
Maria Brigantino, Business Administrator	
<b>DELEGATES PRESENT</b>	
<b>AUDIENCE – NUMBER OF PEOPLE IN ATTENDANCE</b>	

The meeting was brought to order by the Chair at approximately 5:32 p.m.

**1. APPROVAL OF AGENDA**

**1.1 Approval of Agenda**

18-001            Moved by:     Ken Burden  
                      Seconded by:  Nick Dubanow

That the Agenda of the January 16, 2018 Regular Board Meeting be approved as presented.

Carried

**2. DECLARATION OF CONFLICT OF INTEREST**

None.

**3. DELEGATIONS**

None.

**4. ELECTION OF OFFICERS**

The Secretary/Treasurer, Craig Shufelt, CEO, acting Chair conducted the Election of Officers of the Board. Mr. Shufelt opened the floor for nominations for the position of Chair of the Fort Erie Public Library Board for the Year 2018.

18-002            Moved by:     Larry Graber

                    That Gerard McCutcheon be nominated for the position of Chair of the Fort Erie Public Library Board for the Year 2018.

Carried

There were no further nominations from the floor.

18-003            Moved by:     Terry Moore  
                    Seconded by: Ken Burden

                    That nominations for the position of Chair of the Fort Erie Public Library Board for the Year 2018 be closed.

Carried

                    Gerard McCutcheon was declared by acclamation, the Chair of the Fort Erie Public Library Board for the Year 2018.

Mr. Shufelt opened the floor for nominations for the position of Vice Chair of the Fort Erie Public Library Board for the Year 2018.

18-004            Moved by: Susan Jovanovic

                    That Larry Graber be nominated for the position of Vice Chair of the Fort Erie Public Library Board for the Year 2018.

Carried

There were no further nominations from the floor.

18-005            Moved by:     Terry Moore  
                      Seconded by:  Nick Dubanow

That nominations for the position of Vice Chair of the Fort Erie Public Library Board for the Year 2018 be closed.

Carried

Larry Graber was declared by acclamation, the Vice Chair of the Fort Erie Public Library Board for the Year 2018.

A call for Library Board representatives to be appointed Directors of the Fort Erie Public Library Trust Fund was made.

18-006            Moved by:     Larry Graber  
                      Seconded by:  Gerard McCutcheon

That Susan Jovanovic and Barb Ruegg be appointed as Fort Erie Public Library Trust Fund Directors for the Year 2018.

Carried

The appointment of a professional staff member to the Board of Directors of the Trust Fund was made.

18-007            Moved by:     Terry Moore  
                      Seconded by:  Gerard McCutcheon

That Craig Shufelt, CEO of the Fort Erie Public Library continues to be the staff representative for the Fort Erie Public Library Trust Fund Board of Directors.

Carried

The appointment of three Board Members to the CEO Performance Appraisal Committee who served on the Board in the preceding calendar year, one of whom should be the Chair from the preceding year, was made.

18-008            Moved by:     Larry Graber  
                      Seconded by:  Gerard McCutcheon

That the CEO Performance Review Committee of the Fort Erie Public Library Board be Larry Graber, Gerard McCutcheon and Ken Burden for the Year 2018.

Carried

A call for the Fort Erie Public Library Board to appoint a Board Liaison to the Friends of the Library was made. This appointee along with the CEO, Craig Shufelt, shall serve as an ex-officio member of the Friends Executive. The role of the Board Liaison is to keep the Friends of the Library informed on Library planning and policies.

18-009            Moved by:     Gerard McCutcheon  
                      Seconded by:    Terry Moore

That Susan Jovanovic be appointed as the Library Board Liaison to the Friends of the Library for 2018.

Carried

A call for the Fort Erie Public Library Board to appoint a representative to the Southern Ontario Library Service Trustee Council was made.

18-010            Moved by:     Ken Burden  
                      Seconded by:    Susan Jovanovic

That the Fort Erie Public Library Board appoint Terry Moore as Fort Erie Public Library Board representative on the SOLS Trustee Council for the Year 2018.

Carried

Mr. Shufelt relinquished the Chair at this time and Gerard McCutcheon resumed the duties as the Chair of the Fort Erie Public Library Board.

## 5. CONSENT AGENDA

- 5.1 Approval of Minutes: Regular Board Meeting, December 19, 2017**
- 5.2 Report # FIN-18-001: Confirmation of Accounts**
- 5.3 Report # CEO-18-001: 2016 – 2017 Goals and Objectives Final Status Report**
- 5.4 Report # CEO-18-002: 2018 Staff Training Plan**
- 5.5 Report # CEO-18-003: Circulation for December**

18-011            Moved by:     Nick Dubanow  
                      Seconded by:    Ken Burden

That Consent Agenda Items 5.1, 5.2, 5.3, 5.4, and 5.5 of the January 16, 2018 Regular Board Meeting be approved as presented.

Carried

**6. BUSINESS ARISING FROM PREVIOUS MEETING**

None.

**7. ACTIVITY REPORT**

**7.1 Library Activity Report # CEOACT: 18-001**

18-012            Moved by:     Susan Jovanovic  
                      Seconded by:   Terry Moore

That the Library Activity Report # CEOACT: 18-001 January 16, 2018, be accepted.

Carried

A copy of Report #CEOACT: 18-001 was circulated to Board members for information. There was no business arising from the report.

**8. NEW BUSINESS**

None.

**9. POLICY AND BY-LAWS**

None.

**9. POLICY & BY-LAWS**

None.

**10. ENQUIRIES BY MEMBERS**

None.

