

APPROVED

**FORT ERIE PUBLIC LIBRARY
REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
February 19, 2019**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Patrick Baichoo	Cynthia Lacroix
Kenneth Burden	Barbara Ruegg
Darlene Clavel	Kimberly Zanko
Leah Feor	
Gerard McCutcheon	
Terry Moore	
STAFF PRESENT	GUESTS PRESENTS
Craig Shufelt, CEO	
Maria Brigantino, Business Administrator	
DELEGATES PRESENT	
0	
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

19-002 Moved by: Kenneth Burden
 Seconded by: Patrick Baichoo

That the Agenda of the February 19, 2019 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, December 18, 2018
Electronic Vote, January 15, 2019
- 4.2 Report # FIN-19-001: Confirmation of Accounts: December 2018
Report # FIN-19-002: Confirmation of Accounts: January 2019
- 4.3 Report # CEO-19-001: 2018-19 Goals and Objectives (January)
Report # CEO-19-004: 2018-19 Goals and Objectives (February)
- 4.4 Report # CEO-19-002: Circulation for December 2018
Report # CEO-19-005: Circulation for January 2019
- 4.5 Report # CEO-19-003: Friends of the Library Minutes

19-003 Moved by: Terry Moore
Seconded by: Leah Feor

That Consent Agenda Items 4.1, 4.2, 4.3, 4.4 and 4.5 of the February 19, 2019 Regular Board Meeting be approved as recommended.

Carried

5. BUSINESS ARISING FROM PREVIOUS MEETING

None.

6. ACTIVITY REPORTS

6.1 Library Activity Report # CEOACT: 19-001; # CEOACT: 19-002 (2018 Year in Review); Report # CEOACT 003

19-004 Moved by: Terry Moore
Seconded by: Kenneth Burden

That the Fort Erie Public Library Board adopts the Library Activity Report # CEOACT: 19-001, January 15, 2019; Report # CEOACT: 19-002, 2018 Year in Review and Report # CEOACT: 19-003 February 19, 2019.

Carried

A copy of Reports #CEOACT: 19-001, #CEOACT: 19-002 and #CEOACT-19-003 were circulated to Board members for information. There was no business arising from the reports.

7. NEW BUSINESS

7.1 Appointment of Ad Hoc Strategic Plan Committee Members

19-005 Moved by: Patrick Baichoo
 Seconded by: Darlene Clavel

That the Fort Erie Public Library Board appoint Patrick Baichoo, Darlene Clavel, and Leah Feor to serve on an Ad Hoc Strategic Plan Committee with a mandate of assisting the CEO in the creation of a new Strategic Plan to be presented to the full Board in May, 2019.

Carried

The Library's most current Strategic plan expired as of December 31, 2018. The CEO has been working with some input from staff, but would also like to have the Board involved in the process. The CEO requested that an ad hoc committee of 2 – 3 Board members work with him on the creation of the new Strategic Plan.

8. POLICY AND BY-LAWS

None.

9. ENQUIRIES BY MEMBERS

None.

10. MEETINGS

10.1 Regular Meeting of the Board

Tuesday, March 19, 2019
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 6:16 p.m.

The undersigned have reviewed the unapproved Minutes of the February 19, 2019, Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

Gerard McCutcheon, Chair

Craig Shufelt, CEO