

APPROVED

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

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Patrick Baichoo	Darlene Clavel
Ken Burden	
Leah Feor	
Cynthia Lacroix	
Jerry McCutcheon	
Terry Moore	
Barb Ruegg	
Kimberly Zanko	
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

19-006 Moved by: Ken Burden
 Seconded by: Barb Ruegg

That the Agenda of the March 19, 2019 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 2019.

19-007 Moved by: Terry Moore

 That Jerry McCutcheon be nominated for the position of Chair of the Fort Erie Public Library Board for the Year 2019.

Carried

There were no further nominations from the floor.

19-008 Moved by: Ken Burden
 Seconded by: Barb Ruegg

 That nominations for the position of Chair of the Fort Erie Public Library Board for the Year 2019 be closed.

Carried

 Jerry McCutcheon was declared by acclamation, the Chair of the Fort Erie Public Library Board for the Year 2019.

Mr. Shufelt opened the floor for nominations for the position of Vice Chair of the Fort Erie Public Library Board for the Year 2019.

19-009 Moved by: Jerry McCutcheon

 That Terry Moore be nominated for the position of Vice Chair of the Fort Erie Public Library Board for the Year 2019.

Carried

There were no further nominations from the floor.

19-010 Moved by: Patrick Baichoo
Seconded by: Leah Feor

That nominations for the position of Vice Chair of the Fort Erie Public Library Board for the Year 2019 be closed.

Carried

Terry Moore was declared by acclamation, the Vice Chair of the Fort Erie Public Library Board for the Year 2019.

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

19-011 Moved by: Ken Burden
Seconded by: Terry Moore

That Patrick Baichoo and Barb Ruegg be appointed as Fort Erie Public Library Trust Fund Directors for the Year 2019.

Carried

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

19-012 Moved by: Barb Ruegg
Seconded by: Jerry 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.

19-013 Moved by: Barb Ruegg
Seconded by: Cynthia Lacroix

That the CEO Performance Review Committee of the Fort Erie Public Library Board be Jerry McCutcheon, Terry Moore and Ken Burden for the Year 2019.

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.

19-014 Moved by: Terry Moore
Seconded by: Leah Feor

That Cynthia Lacroix be appointed as the Library Board Liaison to the Friends of the Library for 2019.

Carried

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

19-015 Moved by: Ken Burden
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board appoint Cynthia Lacroix as Fort Erie Public Library Board representative on the SOLS Trustee Council for the Year 2019.

Carried

Mr. Shufelt relinquished the Chair at this time and Jerry 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, February 19, 2019**
- 5.2 Report # FIN-19-004: Confirmation of Accounts**
- 5.3 Report # CEO-19-007: 2018-19 Goals and Objectives**
- 5.4 Report # CEO-19-008: Circulation for February 2019**
- 5.5 Report # CEO-19-009: Friends of the Library Minutes**

19-016 Moved by: Terry Moore
Seconded by: Kimberly Zanko

That Consent Agenda Items 5.1, 5.2, 5.3, 5.4 and 5.5 of the March 19, 2019 Regular Board Meeting be approved as recommended.

Carried

6. BUSINESS ARISING FROM PREVIOUS MEETING

6.1 Update on Budget 2019: Verbal Report

The CEO gave a brief update on the status of the Library’s 2019 Budget request to the Town of Fort Erie’s Budget Committee. The Budget Committee approved the Operating Budget with a 2% increase over last year’s Operating Budget. The Library’s supplementary budget request for \$337,000 for renovations at the Centennial Branch was reduced by \$25,000 and approved for \$312,000.00. The By-Law to establish the 2019 Town Budget will be presented on March 25, 2019.

12. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 6:22 p.m.

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

Jerry McCutcheon, Chair

Craig Shufelt, CEO