

APPROVED

**FORT ERIE PUBLIC LIBRARY  
REGULAR BOARD MEETING  
CENTENNIAL BRANCH BOARDROOM  
MINUTES  
April 16, 2019**

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>
Ken Burden	Patrick Baichoo
Darlene Clavel	Kimberly Zanko
Leah Feor	
Cynthia Lacroix	
Jerry McCutcheon	
Terry Moore	
Barb Ruegg	
<b>STAFF PRESENT</b>	<b>GUESTS PRESENTS</b>
Craig Shufelt, CEO	
Maria Brigantino, Business Administrator	
<b>DELEGATES PRESENT</b>	
0	
<b>AUDIENCE – NUMBER OF PEOPLE IN ATTENDANCE</b>	
0	

The meeting was brought to order by the Chair at approximately 5:29 p.m.

**1. APPROVAL OF AGENDA**

**1.1 Approval of Agenda**

19-018            Moved by:     Ken Burden  
                      Seconded by:  Barb Ruegg

That the Agenda of the April 16, 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, March 19, 2019**
- 4.2 Report # FIN-19-005: Confirmation of Accounts**
- 4.3 Report # CEO-19-010: 2018-19 Goals and Objectives**
- 4.4 Report # CEO-19-011: Circulation for February 2019**

19-019 Moved by: Terry Moore  
Seconded by: Cynthia Lacroix

That Consent Agenda Items 4.1, 4.2, 4.3, and 4.4 of the April 16, 2019 Regular Board Meeting be approved as recommended.

Carried

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

None.

**6. ACTIVITY REPORT**

**6.1 Library Activity Report # CEOACT-19-005**

19-020 Moved by: Barb Ruegg  
Seconded by: Leah Feor

That the Fort Erie Public Library Board adopts the Library Activity Report # CEOACT-19-005.

Carried

A copy of Report #CEOACT-19-005 was circulated to Board members for information. Business arising from the report:

The CEO introduced an evaluation of whether or not to replace the materials security gates at the Centennial Branch, which would be an added expense to the renovation project. The initial cost to purchase new gates is estimated to be between the \$35,000-\$40,000 range. The Library Board deliberated on whether the gates were necessary and/or a cost-effective option. It was the consensus of the Board that materials security gates would not be installed at Centennial and that the gates at the Crystal Ridge Library should be removed.

19-021            Moved by:     Cynthia Lacroix  
                      Seconded by:    Darlene Clavel

That the Fort Erie Public Library Board approves the omission of materials security gates at the Centennial Branch and further that the existing material security gates located at the Crystal Ridge Branch be removed.

Carried

## 7. NEW BUSINESS

### 7.1 Library Board Evaluation

The semi-annual Library Board Evaluation forms were distributed to Board members by Terry Moore, Vice Chair. Members were requested to return them to the Vice Chair. Results of the survey will be presented at the May meeting of the Board.

### 7.2 2018 Draft Audit: Report # FIN-19-006

19-022            Moved by:     Leah Feor  
                      Seconded by:    Ken Burden

That the Fort Erie Public Library Board approve the 2018 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 2018 Audited Financial Statements on behalf of the Library Board.

Carried

Copies of the 2018 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.



**12. ADJOURNMENT**

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 7:10 p.m.

The undersigned have reviewed the unapproved Minutes of the April 16, 2019, Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

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Jerry McCutcheon, Chair

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Craig Shufelt, CEO