

APPROVED

**FORT ERIE PUBLIC LIBRARY
REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
May 21, 2019**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Patrick Baichoo	Nick Dubanow
Ken Burden	Leah Feor
Darlene Clavel	
Cynthia Lacroix	
Jerry McCutcheon	
Terry Moore	
Barb Ruegg	
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 5:27 p.m.

1. APPROVAL OF AGENDA

1.1 Approval of Agenda

19-024 Moved by: Ken Burden
 Seconded by: Patrick Baichoo

That the Agenda of the May 21, 2019 Regular Board Meeting be approved as presented.

Carried

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. DELEGATIONS

The Chair of the Board introduced Ms. Kathryn Rogers, Chair of the Fort Erie Film Circuit. Ms. Rogers thanked the Library Board for the opportunity to familiarize them with the Fort Erie Film Circuit. This organization is supported by the Toronto International Film Festival bringing the Canadian and International Film experience to local communities. The Fort Erie Film Circuit presents TIFF movies the last Monday of a month, eight times a year at the Meridian Centre for the Arts in the Greater Fort Erie Secondary School.

Ms. Rogers explained that DVD's are purchased and owned by the Fort Erie Film Circuit. She informed the Library Board that once the films are shown, the organization will be donating the DVD's to the library for their circulating collection. In this way, the community will have additional access to these films through the library.

On behalf of the Library Board, the Chair thanked Ms. Rogers for her presentation and in particular, the donation of the DVD's to the Library.

4. CONSENT AGENDA

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| 4.1 Approval of Minutes: | Regular Board Meeting, April 16, 2019 |
| 4.2 Report # FIN-19-007: | Confirmation of Accounts |
| 4.3 Report # CEO-19-013: | Circulation for April 2019 |
| 4.4 Report # CEO-19-014: | Friends of the Library Minutes |

19-025 Moved by: Cynthia Lacroix
Seconded by: Terry Moore

That Consent Agenda Items 4.1, 4.2, 4.3, and 4.4 of the May 21, 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-19-006

19-026 Moved by: Barb Ruegg
 Seconded by: Ken Burden

That the Fort Erie Public Library Board adopts the Library Activity Report # CEOACT-19-006, May 21, 2019 be adopted.

Carried

A copy of Report #CEOACT-19-006 was circulated to Board members for information. There was no business arising from the report.

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

The Vice Chair reported that the number of responses he received from Board members was very low. The first five questions received a satisfactory rating. However, on Question # 6, it was indicated that the Board needs improvement in adhering to its adopted governance style; (emphasize outward vision, exercise strategic leadership, not administrative details and maintain a clear distinction between Board and Staff roles).

Comments made:

1. Board members who have questions that will require specific information, should contact the Board Chair or the CEO before the meeting giving them an opportunity to prepare the response.
2. Board members need to focus on governance and not the day-to-day operations.
3. Board members need to practice decorum and speak through the Chair when acknowledged.

In light of the low response to this evaluation, the Vice Chair has done some research in finding a better evaluation tool that is more comprehensive. A copy of the evaluation being recommended will be distributed at the next Board meeting for discussion.

7.2 2019 – 2020 Goals and Objectives: Report # CEO-19-015

19-027 Moved by: Barb Ruegg
Seconded by: Darlene Clavel

That the Fort Erie Public Library Board approve the 2019-2020 Goals and Objectives as presented.

Carried

As directed by the Fort Erie Public Library Board, the CEO compiled the 2019-2020 Goals and Objectives. The document was circulated to Board members for review and approval. Once the Fort Erie Public Library has completed and approved a new Strategic Plan, the 2019-2020 Goals and Objectives may be expanded.

8. POLICY AND BY-LAWS

8.1 Health and Safety Policies: Report # POL-19-157

19-028 Moved by: Terry Moore
Seconded by: Patrick Baichoo

That the Fort Erie Public Library Board approve the revised Health and Safety Policy, Harassment in the Workplace Policy and Violence in the Workplace Policy, as presented.

Carried

Under the Provincial *Occupational Health and Safety Act*, all employers with more than six employees are required to approve a corporate Health and Safety policy statement, Harassment in the Workplace policy statement and Violence in the Workplace policy statement. These policies are reviewed annually and updated if necessary. Copies of the policies were circulated to the Board for their review and approval.

8.2 Meal Expense Reimbursement Policy: Report # POL-19-158

19-029 Moved by: Ken Burden
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board approve the revised Meal Expense Reimbursement Policy, as presented.

Carried

In October, 2015, the Library Board approved a Meal Expense Reimbursement Policy. The CEO recommended that in light of increased costs in the food and beverage industry, that the reimbursement amounts be increased as presented.

9. ENQUIRIES BY MEMBERS

None.

10. MEETINGS

10.1	Regular Meeting of the Board	Tuesday, June 18, 2019 5:30 p.m. Centennial Boardroom
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11. CLOSED SESSION

None.

12. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 6:15 p.m.

The undersigned have reviewed the unapproved Minutes of the May 21, 2019, Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

Jerry McCutcheon, Chair

Craig Shufelt, CEO