

APPROVED

**FORT ERIE PUBLIC LIBRARY
REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
June 18, 2019**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Patrick Baichoo	Leah Feor
Ken Burden	Darlene Clavel
Nick Dubanow	
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 5:25 p.m.

1. APPROVAL OF AGENDA

1.1 Approval of Agenda

19-031 Moved by: Ken Burden
Seconded by: Barb Ruegg

That the Agenda of the June 18, 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, May 21, 2019**
- 4.2 Adoption of Electronic Vote: May 28, 2019**
- 4.3 Report # FIN-19-008: Confirmation of Accounts**
- 4.4 Report # CEO-19-017: Circulation for May 2019**
- 4.5 Report # CEO-19-018: Goals and Objectives**
- 4.6 Report # CEO-19-019: Friends of the Library Minutes**

19-032 Moved by: Barb Ruegg
Seconded by: Terry Moore

That Consent Agenda Items 4.1, 4.2, 4.3, 4.4, 4.5 and 4.6 of the June 18, 2019 Regular Board Meeting be approved as recommended.

Carried

5. BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Library Board Evaluation Sample – Distributed for information.

At the last board meeting, informal discussion took place related to the board self-evaluation questionnaire that is presently being used by the Library Board on a semi-annual basis. In light of the low response to the evaluation questionnaire distributed in May, it was suggested that a more comprehensive evaluation tool be considered. The Vice Chair circulated a sample Board Performance Self-Assessment Questionnaire as an alternative to the evaluation tool currently being used.

It was decided that over the summer months, the CEO will research what other library boards may be doing with respect to board evaluation tools and processes. The CEO and the Vice Chair will discuss this and present their findings to the Board in September.

6. ACTIVITY REPORT

6.1 Library Activity Report # CEOACT-19-006

19-033 Moved by: Nick Dubanow
 Seconded by: Terry Moore

That the Fort Erie Public Library Board adopts the Library Activity Report # CEOACT-19-007, June 18, 2019 as presented.

Carried

A copy of Report #CEOACT-19-007 was circulated to Board members for information. There was no business arising from the report.

7. NEW BUSINESS

7.1 Waive Replacement Library Card Fees: Report # CEO-19-020

19-034 Moved by: Barb Ruegg
 Seconded by: Terry Moore

That the Fort Erie Public Library Board approve waiving the \$4.00 replacement fee for library cards as identified in Library Policy 4.4.5, Public Service and Rental Fees, for the remainder of month of June and the months of July and August 2019,

And further that the policy of charging \$4.00 for a replacement library card be reinstated effective October 1, 2019.

Carried

The CEO recommended that during the summer months, the library waive the charge of \$4.00 for replacement library cards as we did last summer. In response to the question of whether or not the Library Board should permanently eliminate charging for replacement cards, it was agreed that the CEO will circulate a proposal for the Board's consideration at the September Board meeting.

8. POLICY AND BY-LAWS

None.

9. ENQUIRIES BY MEMBERS

In response to an enquiry regarding the possibility of the Town providing larger road signs identifying the Stevensville Library Branch, Nick Dubanow indicated the Town has just completed a Wayfinding program and that he will look into the matter.

10. MEETINGS

10.1	Regular Meeting of the Board	Tuesday, September 17, 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 5:58 p.m.

The undersigned have reviewed the unapproved Minutes of the June 18, 2019, Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

Jerry McCutcheon, Chair

Craig Shufelt, CEO