

APPROVED

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

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Patrick Baichoo	
Ken Burden	
Darlene Clavel	
Nick Dubanow	
Larry Graber	
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	

Years of Service Awards were presented to Nancy Hooper (35 Years); Derek Clendening (15 Years) and Michael Schell (15 Years) just prior to the beginning of the November Library Board Meeting.

The meeting was brought to order by the Chair at approximately 5:31 p.m.

1. APPROVAL OF AGENDA

1.1 Approval of Agenda

19-042 Moved by: Nick Dubanow
 Seconded by: Cynthia Lacroix

That the Agenda of the November 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, October 15, 2019
- 4.2 Report # FIN-19-011: Confirmation of Accounts
- 4.3 Report # CEO-19-028: Circulation for October 2019
- 4.4 Report # CEO-19-029: Goals and Objectives
- 4.5 Report # CEO-19-030: Friends of the Library Minutes

19-043 Moved by: Larry Graber
Seconded by: Terry Moore

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

Carried

5. BUSINESS ARISING FROM PREVIOUS MEETING

None

6. ACTIVITY REPORT

6.1 Library Activity Report # CEOACT-19-010

19-044 Moved by: Barb Ruegg
Seconded by: Patrick Baichoo

That the Fort Erie Public Library Board adopts the Library Activity Report # CEOACT-19-010, November 19, 2019.

Carried

A copy of Report #CEOACT-19-010 was circulated to Board members for information. There was no business arising from the report.

7. NEW BUSINESS

7.1 2020 Draft Library Board Budget Report # FIN-19-012

19-045 Moved by: Barb Ruegg
 Seconded by: Ken Burden

That the Fort Erie Public Library Board approve the 2020 Draft Budget Proposal for presentation to Council requesting a Municipal Grant of \$1,566,818.00 which represents an increase of \$36,554.00 or 2.4 % over 2019

And further the Fort Erie Public Library approve the 2020 budget request of \$45,000.00 from Development Charges.

Carried

A copy of the 2020 Draft Operating Budget and accompanying notes were circulated to Library Board Members. A thorough review of the budget was undertaken resulting in a consensus to approve the 2020 draft budget as presented.

7.2 Saturday Library Hours Report # CEO-19-031

19-046 Moved by: Larry Graber
 Seconded by: Patrick Baichoo

That the Fort Erie Public Library Board approve changing Saturday Library hours at Centennial and Crystal Ridge library branches to open to the public at 9:30 a.m. effective January 4, 2020.

Carried

Presently the Centennial and Crystal Ridge Branches open to the public at 10:00 a.m. on Saturdays. The CEO recommended that the Centennial and Crystal Ridge Branch libraries open to the public on Saturdays at 9:30 a.m. Opening at 9:30 a.m. provides an additional 30 minutes of public service at these two branches on Saturday with no impact on staffing.

8. POLICY AND BY-LAWS

None

9. ENQUIRIES BY MEMBERS

None

10. MEETINGS

10.1 Regular Meeting of the Board

Tuesday, December 17, 2019
4:30 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 6:28 p.m.

The undersigned have reviewed the unapproved Minutes of the November 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