

APPROVED

**FORT ERIE PUBLIC LIBRARY  
REGULAR BOARD MEETING  
CENTENNIAL BRANCH BOARDROOM  
MINUTES  
November 20, 2018**

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>
Patrick Baichoo	Susan Jovanovic
Kenneth Burden	
Nick Dubanow	
Larry Graber	
Gerard McCutcheon	
George McDermott	
Terry Moore	
Barbara 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 5:25 p.m.

**1. APPROVAL OF AGENDA**

**1.1 Approval of Agenda**

18-050            Moved by:     Nick Dubanow  
                      Seconded by:  Kenneth Burden

That the Agenda of the November 20, 2018 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 16, 2018
- 4.2 Report # FIN-18-010: Confirmation of Accounts
- 4.3 Report # CEO-18-031: 2018-19 Goals and Objectives
- 4.4 Report # CEO-18-032: Circulation for October
- 4.5 Report # CEO-18-033: Friends of the Library Minutes

18-051 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 20, 2018 Regular Board Meeting be approved as recommended.

Carried

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**5.1 Library Board Evaluation Results: Verbal Report**

A summary of the results of the Library Board Evaluation was circulated to Board Members. There was consensus from all Board members of a satisfactory rating on all areas that are identified in the survey. In addition, all comments received reflected positively on the way in which meetings and all deliberations have been conducted.

**6. ACTIVITY REPORTS**

**6.1 Library Activity Report # CEOACT: 18-010**

18-052 Moved by: Barbara Ruegg  
Seconded by: Kenneth Burden

That the Library Activity Report # CEOACT: 18-010 November 20, 2018, be accepted.

Carried

A copy of Report #CEOACT: 18-010 was circulated to Board members for information. There was no business arising from the report

## 7. NEW BUSINESS

### 7.1 2019 – 2021 Draft Budget: Report # FIN-18-011

18-053 Moved by: Barbara Ruegg  
Seconded by: Nick Dubanow

That the Fort Erie Public Library Board approve the 2019 Draft Budget Proposal for presentation to Council requesting a Municipal Grant of \$1,530,264.00 which represents an increase of \$30,005.00 or 2.0% increase over 2018

And further the Fort Erie Public Library approve the 2019 budget request of \$45,000.00 from Development Charges.

Carried

A copy of the 2019 Draft Operating Budget and accompanying notes were circulated to Library Board Members for review. Discussion ensued with respect to the request for Development Charges and the implications to the Library's material budgets going forward. The CEO will make adjustments to the 2020 and 2021 budget projections accordingly. The draft 2019 budget was approved for presentation to Municipal Council.

### 7.2 2019 Staff Training Plan: Report # CEO-18-034

18-054 Moved by: Barbara Ruegg  
Seconded by: Terry Moore

That the Fort Erie Public Library Board approve the 2019 Staff Training Plan as presented.

Carried

The CEO presented the Library Board with the 2019 Staff Training and Development Plan for their consideration. The plan was reviewed by the Board and approved.

**8. POLICY AND BY-LAWS**

**8.1 Revised Circulation/Borrowing Policy: Report # POL-18-154**

18-055 Moved by: Kenneth Burden  
Seconded by: Larry Graber

That the Fort Erie Public Library Board approve the Revised Circulation/Borrowing Policy as presented.

Carried

The CEO presented the Library Board with a revision to the Library’s Circulation/Borrowing Policy that would allow Library card holders to borrow material if they are unable to produce their library card by checking out or renewing materials using a government-issued photo ID. The existing policy did not allow patrons to check out material unless they had their library card with them. The Board approved the revision as presented.

**8.2 Recreational Cannabis and Alcohol Policy: Report # POL-18-155**

18-056 Moved by: Barbara Ruegg  
Seconded by: Terry Moore

That the Fort Erie Public Library Board approve the Recreational Cannabis and Alcohol Policy, as presented.

Carried

As of October 17, 2018, the Federal Cannabis Act permitted individuals eighteen years of age or older to possess up to 30 grams of cannabis. In keeping with the Fort Erie Public Library’s obligation to have up-to-date policies, Management circulated a Recreational Cannabis and Alcohol Policy for review and approval by the Fort Erie Public Library Board. The Board approved the policy.

**8.3 Updated Job Descriptions: Report # POL-18-156**

18-057 Moved by: Patrick Baichoo  
Seconded by: Nick Dubanow

That the Fort Erie Public Library Board approve the revised Branch Services Coordinator job description, formerly Public Services Coordinator, the revised Information Services and revised Children’s and Teen Librarians job descriptions as presented,

And further that housekeeping changes be made to job descriptions that referred to “Public Services Coordinator” be changed to “Branch Services Coordinator”.

Carried

It has been Management’s practice to review staff needs and how best to fill vacancies when they occur. In June, 2017, the Library Board approved a revision to the Library Assistant job description with a view that library assistants would be hired in place of public service clerks. This has resulted in a blending of the Public Services Department and Information Services Department. In keeping with this change, Management recommended that the Public Services Coordinator job title be changed to “Branch Services Coordinator” and that three tasks that are performed by the Branch Services Coordinator be included in the updated job description.

With the elimination of separate departments the task of drafting work schedules will fall under the Branch Services Coordinator and has been removed from Information Services and Children’s and Teen Librarian job descriptions.

A copy of the updated Organization Chart was also circulated to the Board for information.

**9. ENQUIRIES BY MEMBERS**

Terry Moore provided a verbal report of the SOLS Trustee Council Meeting he attended at the Cambridge Public Library.

Nick Dubanow, Councillor-Elect reported that the newly appointed Library Board will begin their term as of January, 2019. The last of meeting of the current Library Board will be December, 2018.

**10. MEETINGS**

10.1	Regular Meeting of the Board	Tuesday, December 18, 2018 4:30 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 6:28 p.m.

The undersigned have reviewed the unapproved Minutes of the November 20, 2018, Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

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Gerard McCutcheon, Chair

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Craig Shufelt, CEO