

APPROVED

**FORT ERIE PUBLIC LIBRARY  
REGULAR BOARD MEETING  
CENTENNIAL BRANCH BOARDROOM  
MINUTES  
December 19, 2017**

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>
Nick Dubanow	George McDermott
Susan Jovanovic	
Gerard McCutcheon	
Terry Moore	
Barbara Ruegg	
Patrick Baichoo	
Ken Burden	
Larry Graber	
<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 4:30 p.m.

**1. APPROVAL OF AGENDA**

**1.1 Approval of Agenda**

17-067      Moved by:      Barb Ruegg  
                  Seconded by:    Nick Dubanow

That the Agenda of the December 19, 2017 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, November 21, 2017**
- 4.2 Report # FIN-17-013: Confirmation of Accounts**
- 4.3 Report # CEO-17-032: 2016 – 2017 Goals and Objectives**
- 4.4 Report # CEO-17-033: Circulation for November**

17-068 Moved by: Ken Burden  
Seconded by: Terry Moore

That Consent Agenda Items 4.1, 4.2, 4.3 and 4.4 of the December 19, 2017 Regular Board Meeting be approved as recommended.

Carried

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**5.1 Board Evaluation**

Semi-annual Board evaluation forms were distributed by Vice Chair Gerard McCutcheon at the October meeting. The Vice Chair gave a verbal report, as well as sharing a summarized form of ratings and comments with the Board. The collected comments all spoke positively to the accomplishments and directions of the Board.

**6. ACTIVITY REPORTS**

**6.1 Library Activity Report # CEOACT: 17-010**

17-069 Moved by: Gerard McClutcheon  
Seconded by: Susan Jovanovic

That the Library Activity Report # CEOACT: 17-010 December 19, 2017, be accepted.

Carried

A copy of Report #CEOACT: 17-010 was circulated to Board members for information. There was no business arising from the report.

## 7. NEW BUSINESS

### 7.1 2018 Draft Budget: Report # FIN-17-014

17-070 Moved by: Gerard McCutcheon  
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board approve the 2018 Amended Draft Budget Proposal for presentation to Council requesting a Municipal Grant of \$1,500,259.00 which represents an increase of \$29,417.00 or 2.0% increase over 2017.

Carried

At the November Board meeting, the Board Finance Committee presented a proposed 2018 budget that included a 2.9% increase in Town funding that would allow the Library to move away from carrying forward any amount from its Capital Reserve. This proposed budget was approved by the full Board.

The CEO and Board Chair then held a meeting with the Town Mayor, CAO and Finance Manager where discussion ensued regarding the library budget going forward, as well as the recommendations made to other Town departments. The message conveyed by the Town representatives in attendance at that meeting was that the Library request of 2.9% would not be likely to pass due to the fact that it falls outside of the maximum 2.0% increase that Council and Town leadership would like to see across their departments.

In light of that discussion, the CEO and Library Board Chair presented an amended 2018 Budget for discussion and consideration for the Library Board.

### 7.2 2018-2019 Capital Projects: Report # FIN-17-015

17-071 Moved by: Nick Dubanow  
Seconded by: Susan Jovanovic

That the Fort Erie Public Library Board approve the 2018 – 2019 Capital Projects Plan in the amount of \$231,000.00 as presented.

Carried

The CEO presented a report which outlined the Capital Projects Plan for 2018-2019 for consideration by the Library Board. The report contained a description, a rationale, a project completion date and cost for each item listed.

**8. POLICY AND BY-LAWS**

None.

**9. ENQUIRIES BY MEMBERS**

The Chair of the Board reminded Board members that election of officers will take place at the January, 2018 meeting.

**10. MEETINGS**

10.1	Regular Meeting of the Board	Tuesday, January 16, 2018 5:30 p.m. Centennial Boardroom (Election of Officers)
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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 5:10 p.m.

The undersigned have reviewed the unapproved Minutes of the December 19, 2017, Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

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Larry Graber, Chair

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Craig Shufelt, CEO