

APPROVED

**FORT ERIE PUBLIC LIBRARY
REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
January 21, 2020**

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	
Beth Hughes, Administrative Assistant	
DELEGATES PRESENT	
Stephen Passero	
AUDIENCE – NUMBER OF PEOPLE IN ATTENDANCE	
0	

The meeting was brought to order by the Chair at approximately 5:28 p.m.

1. APPROVAL OF AGENDA

1.1 Approval of Agenda

20-001 Moved by: Cynthis Lacroix
 Seconded by: Terry Moore

That the Agenda of the January 21, 2020 Regular Board Meeting be approved as presented.

Carried

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. DELEGATIONS

Stephen Passero informed the Board of the festival that is being planned by Fort Erie Festivals to be held in the Sugar Bowl and Oakes Park on September 18, 19, and the 20th, 2020. The library's involvement in the success of the festival was his request, and in what manners is yet to be fully determined.

20-002 Moved by: Larry Graber
 Seconded by: Terry Moore

That the Fort Erie Public Library Board partners with the Fort Erie Festivals for an event planned for September 18, 19 and 20, 2020. The CEO will work with the Fort Erie Festivals on events that can be held within the library.

Carried

4. ELECTION OF OFFICERS

The Secretary/Treasurer, Craig Shufelt, CEO, acting Chair conducted the Election of Officers of the Board. Mr. Shufelt opened the floor for nominations for the position of Chair of the Fort Erie Public Library Board for the Year 2020.

20-003 Moved by: Terry Moore

That Jerry McCutcheon be nominated for the position of Chair of the Fort Erie Public Library Board for the Year 2020.

Carried

There were no further nominations from the floor.

20-004 Moved by: Larry Graber
 Seconded by: Barb Ruegg

That nominations for the position of Chair of the Fort Erie Public Library Board for the Year 2020 be closed.

Carried

Jerry McCutcheon was declared by acclamation, the Chair of the Fort Erie Public Library Board for the Year 2020.

Mr. Shufelt opened the floor for nominations for the position of Vice Chair of the Fort Erie Public Library Board for the Year 2020.

20-005 Moved by: Jerry McCutcheon

That Terry Moore be nominated for the position of Vice Chair of the Fort Erie Public Library Board for the Year 2020.

Carried

There were no further nominations from the floor.

20-006 Moved by: Ken Burden
Seconded by: Larry Graber

That nominations for the position of Vice Chair of the Fort Erie Public Library Board for the Year 2020 be closed.

Carried

Terry Moore was declared by acclamation, the Vice Chair of the Fort Erie Public Library Board for the Year 2020.

A call for Library Board representatives to be appointed Directors of the Fort Erie Public Library Trust Fund was made.

20-007 Moved by: Jerry McCutcheon
Seconded by: Terry Moore

That Barb Ruegg and Ken Burden be appointed as Fort Erie Public Library Trust Fund Directors for the Year 2020.

Carried

The appointment of a professional staff member to the Board of Directors of the Trust Fund was made.

20-008 Moved by: Barb Ruegg
Seconded by: Nick Dubanow

That Craig Shufelt, CEO of the Fort Erie Public Library continues to be the staff representative for the Fort Erie Public Library Trust Fund Board of Directors.

Carried

The appointment of three Board Members to the CEO Performance Appraisal Committee who served on the Board in the preceding calendar year, one of whom should be the Chair from the preceding year, was made.

20-009 Moved by: Barb Ruegg
Seconded by: Larry Graber

That the CEO Performance Review Committee of the Fort Erie Public Library Board be Gerard McCutcheon, Ken Burden, Terry More and Darlene Clavel (Alternate) for the Year 2020.

Carried

A call for the Fort Erie Public Library Board to appoint a Board Liaison to the Friends of the Library was made. This appointee along with the CEO, Craig Shufelt, shall serve as an ex-officio member of the Friends Executive. The role of the Board Liaison is to keep the Friends of the Library informed on Library planning and policies.

20-010 Moved by: Patrick Baichoo
Seconded by: Terry Moore

That Cynthia Lacroix be appointed as the Library Board Liaison to the Friends of the Library for 2020.

Carried

A call for the Fort Erie Public Library Board to appoint a representative to the Southern Ontario Library Service Trustee Council was made.

20-011 Moved by: Barb Ruegg
Seconded by: Patrick Baichoo

That the Fort Erie Public Library Board appoint Cynthia Lacroix as Fort Erie Public Library Board representative on the SOLS Trustee Council for the Year 2020.

Carried

Mr. Shufelt relinquished the Chair at this time and Jerry McCutcheon resumed the duties as the Chair of the Fort Erie Public Library Board.

5. CONSENT AGENDA

- 5.1 Approval of Minutes: Regular Board Meeting, December 17, 2019**
- 5.2 Report # FIN-20-001: Confirmation of Accounts**
- 5.3 Report # CEO-20-001: Circulation for December**
- 5.4 Report # CEO-20-002: 2019-20 Goals and Objectives**
- 5.5 Report # CEO-20-003: Friends of the Library Minutes**

20-012 Moved by: Ken Burden
Seconded by: Larry Graber

That Consent Agenda Items 5.1, 5.2, 5.3, 5.4 and 5.5 of the January 21, 2020 Regular Board Meeting be approved as recommended.

Carried

6. BUSINESS ARISING FROM PREVIOUS MEETING

None

7. ACTIVITY REPORT

7.1 Library Activity Report # CEOACT: 20-001

20-013 Moved by: Barb Ruegg
Seconded by: Larry Graber

That the Fort Erie Public Library Board adopts the Library Activity Report # CEOACT: 20-001, January 17, 2020 be adopted.

Carried

A copy of Report #CEOACT: 20-001 was circulated to Board members for information. There was no business arising from the report.

8. NEW BUSINESS

8.1 Award of Excellence: Report # CEO-20-004

20-014 Moved by: Nick Dubanow
Seconded by: Cynthia Lacroix

That the Fort Erie Public Library Board endorse the recommendation of the Trust Fund Directors to present the Award of Excellence to Ann McLaughlin.

Carried

At the December, 2019 Library Board meeting, a recommendation was made to present the Award of Excellence to Ann McLaughlin. Her tireless and dedicated work in establishing and leading the Friends of the Library will be recognized by the Board through this Award. The Library Board will present this

award at the Friends of the Library meeting to be held on February 11, 2020 at 4:00 p.m. Mr. Shufelt will coordinate with the Board for attendance and the presentation.

8.2 Staff Training Plan: Report # CEO-20-005

20-015 Moved by: Ken Burden
Seconded by: Terry Moore

That the Fort Erie Public Library Board approves the 2020 Staff Training Plan as presented.

Carried

The CEO circulated the 2020 Staff Training Plan for review and subsequent approval by the Library Board.

9. POLICY AND BY-LAWS

9.1 Notice of Motion: Policy # POL-20-162

A Notice of Motion was presented to the Library Board to amend By-Law 1.3.1 Location and Time of Meeting and By-Law 1.1.4 Eligibility/Qualifications. This motion will be brought forward at the regular meeting of the Board February 18th at the Centennial Branch at 5:30 p.m.

Bill 132, Better for People, Smarter for Business Act, 2019, is a bill that introduced new measures to further ease the regulatory burden to help businesses, people, schools, hospitals and municipalities.

With respect to the Public Library, this Bill has expanded current qualifications to allow a permanent resident of Canada to become a member of a public library board under the *Public Libraries Act*. Previously only Canadian citizens qualified to be appointed.

Bill 132 also reduced the requirement for Library Board to hold once a month meetings for at least 10 months each year to at least four regular meetings in each year.

At the December meeting of the Board, discussion ensued and consensus reached that the Fort Erie Public Library will hold a minimum of eight meetings a year. The proposal was to hold meetings in January, February, April, May, June, September, October and November.

Attached to this report is the current wording of the By-Laws and the proposed changes that will be presented at the February meeting.

10. ENQUIRIES BY MEMBERS

The pot holes in the parking lot were discussed and it was noted that once the winter weather is over they will be filled. There was concern that the pot holes could present a problem if someone were to fall.

The Friends of the Library are covered by insurance at all events through the Library's coverage.

11. MEETINGS

11.1	Regular Meeting of the Board	Tuesday, February 18, 2020 5:30 p.m. Centennial Boardroom
------	------------------------------	--

12. CLOSED SESSION

None

13. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 6:47 p.m.

The undersigned have reviewed the unapproved Minutes of the January 21, 2020, Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

Gerard McCutcheon, Chair

Craig Shufelt, CEO