

APPROVED

**FORT ERIE PUBLIC LIBRARY  
REGULAR BOARD MEETING  
CENTENNIAL BRANCH BOARDROOM  
MINUTES  
December 17, 2019**

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>
Patrick Baichoo	Darlene Clavel
Ken Burden	
Nick Dubanow	
Larry Graber	
Cynthia Lacroix	
Jerry McCutcheon	
Terry Moore	
Barb 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 4:30 p.m.

**1. APPROVAL OF AGENDA**

**1.1 Approval of Agenda**

19-047            Moved by:     Ken Burden  
                      Seconded by:  Larry Graber

That the Agenda of the December 17, 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, November 19, 2019
- 4.2 Report # FIN-19-013: Confirmation of Accounts
- 4.3 Report # CEO-19-032: Circulation for November 2019
- 4.4 Report # CEO-19-033: Goals and Objectives
- 4.5 Report # CEO-19-034: Friends of the Library Minutes

19-048 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 December 17, 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-19-011**

19-049 Moved by: Barb Ruegg  
Seconded by: Nick Dubanow

That the Fort Erie Public Library Board adopts the Library Activity Report # CEOACT-19-011, December 17, 2019.

Carried

A copy of Report #CEOACT-19-011 was circulated to Board members for information. There was no business arising from the report.

## 7. NEW BUSINESS

### 7.1 2020-2021 Capital Projects Plan: Report # FIN-19-014

19-050            Moved by:     Nick Dubanow  
                      Seconded by:  Cynthia Lacroix

That the Fort Erie Public Library Board approve the 2020-2021 Capital Projects Plan in the amount of \$226,000 as presented.

Carried

The CEO presented a report which outlined the Capital Projects Plan for 2020-2021 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

### 8.1 Revision of Policies (LiNC): Report #POL-19-161

19-051            Moved by:     Barb Ruegg  
                      Seconded by:  Terry Moore

That the Fort Erie Public Library Board approve revisions to 4.4.1 Overdue Materials/Collection Management Fines and Fees and 7.3.4 Circulation/Borrowing Policy as presented.

Carried

The Libraries in Niagara Cooperative (LiNC) Public Services Group has created a series of Circulation policies that were presented to the LiNC CEOs for review and approval. The CEOs voted in favour of accepting the policies and agreed to bring them to their respective boards for approval before the New Year.

The revisions required to our existing Overdue/Materials Collection Management Fines and Fees and Circulation/Borrowing Policies in order to achieve consistency throughout the LiNC network were circulated to the Board for their consideration.

**9. ENQUIRIES BY MEMBERS**

The Library Board engaged in an informal discussion regarding Bill 132 as it relates to proposed changes to Ontario's Public Libraries Act. Specifically, the proposed changes include reducing the minimum number of meetings a public library board is required to hold annually from the current legislated minimum of ten.

The CEO reminded the Board that election of officers will take place at the January 21, 2020 meeting.

**10. MEETINGS**

10.1	Regular Meeting of the Board	Tuesday, January 21, 2020 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 5:10 p.m.

The undersigned have reviewed the unapproved Minutes of the December 17, 2019, Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

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Jerry McCutcheon, Chair

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Craig Shufelt, CEO