fort erie PUBLIC LIBRARY

APPROVED

REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
April 21, 2026

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Larry Graber, Chair	Andrew Caird
Barb Ruegg	Tricia-Lynn Pascia
Daniel Turner	
Joan Christensen	
Maria Brigantino	
Stan Sauer	
STAFF PRESENT	**DELEGATIONS**
Jen Kendall, CEO	
Carley Binder, Business Administrator	

1. CALL TO ORDER

The meeting was brought to order by the Chair at approximately 4:31p.m.

2. LAND ACKNOWLEDGEMENT

The Chair acknowledged that the land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe. This territory is covered by the Upper Canada Treaties and is within the lands protected by the "Dish With One Spoon" wampum agreement. This gathering place is home to many First Nations, Metis and Inuit peoples who continue to live here. This acknowledgement reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.

3. APPROVAL OF AGENDA

3.1 Approval of Agenda

26-032 **Moved by: Daniel Turner**
Seconded by: Joan Christensen

That the Agenda of the April 21, 2026, Board Meeting be approved as presented.

CARRIED

4. DECLARATION OF CONFLICT OF INTEREST

None.

5. DELEGATIONS

None.

6. CONSENT AGENDA

6.1 Approval of Friends of the Library: Executive Committee Minutes & Financial Reports

26-033 **Moved by: Maria Brigantino**
Seconded by: Barb Ruegg

That the Consent Agenda items 6.2 and 6.4 of the April 21, 2026, Regular Board Meeting be approved as presented.

CARRIED

Items 6.1 and 6.3 were removed from the Consent Agenda and moved to item 8.2 and 8.3 under New Business to discuss the March 17, 2026, Minutes and a question about expenses in the monthly budget update.

7. BOARD COMMUNICATIONS

7.1 Report # 26-027 CEO Monthly Activity Report

26-034 **Moved by: Barb Ruegg**
Seconded by: Joan Christensen

That the Fort Erie Public Library Board adopt the Chief Executive Officer's Board Communication Activity Report #26-027.

CARRIED

A copy of the CEO Activity Report for April 2025 was circulated to Board Members for information. There was no business arising from the Report.

Highlights from the report

We continue to see steady progress in collections, inter-branch lending, and LiNC activity, alongside increased patron engagement.
Operationally, all branches experienced heightened patron traffic due to income tax clinics, in addition to March Break, contributing to increased service desk interactions, phone calls, and technology assistance requests.

Children & Youth programs in March was an exceptionally strong month for library programming, driven largely by the success of March Break initiatives. Total attendance reached over 2,000 participants across all programs, with the vast majority attending children's activities. Attendance exceeded both February figures and last year's March attendance by over 11%, marking a clear upward trend and surpassing monthly goals.

Adult programs in March also saw a strong community engagement through programming and outreach, with several initiatives performing particularly well. Tax clinics operated effectively overall, though they experienced external issues and ongoing challenges with volunteer availability. The re-launch of the Seed Library at all three branches was highly successful, with demand far exceeding restocking capacity.

Outreach efforts throughout the month expanded the Library's visibility and partnerships. Activities included radio promotion of services, senior' programming and attendance at community events, resulting in new patron connections and strengthened regional relationships.

8. BUSINESS Arising

8.1 Report #26-028 Annual Report

26-035 Moved by: Daniel Turner
Seconded by: Maria Brigantino

The Fort Erie Public Library Board approve the 2025 Annual Report presented.

CARRIED

The CEO presented the final report with some highlights of Key Statistics as 2025 was a year of growth and innovation. We expanded our program offerings and added thousands of new titles, both of which contributed to the rapid increase in visits and circulation.

In 2025 we circulated 100,896 items, which is a 20% increase than 2024. We hosted 18,192 program attendees and also increased visits to the library by 3.2%. We also increased our membership by 19% than 2024.

Some Technology improvements, enhancements and additions in 2025 were: Larger touchscreen OPACs, new 3D printer with renewed public use, upgraded staff computers to improve efficiency and internal communications, updated web pages & layouts to improve navigation and accessibility, Improved wi-fi speeds at Centennial, Catalogue updates to accessibility: improving keyboard navigation, colour contrast, screen magnification support and form usability and added Accessibility Request form to the website.

8.2 March 17, 2026 Minutes Mission and Vision

26-036 Moved by: Maria Brigantino
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board approve the amended March 17, 2026 Minutes to reflect the recording of the new Mission and Vision Statement in the minutes.

CARRIED

A member requested that the revised Mission and Vision Statement be documented in the Minutes.

8.3 Report #FIN-26-025 Financial Report – March

26-037 Moved by: Maria Brigantino
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board approve the Financial Reports: Confirmation of Operating Accounts.

CARRIED

A member inquired about the high balance in the Building Maintenance & Repairs line item. It was discussed that the increased cost was primarily due to snow removal expenses.

9. NEW BUSINESS

9.1 Report #26-029 Library Assistant Marketing PT

26-038 Moved by: Maria Brigantino
Seconded by: Daniel Turner

That the Fort Erie Public Library Board approve the updated job description, Library Assistant Marketing PT as presented.

CARRIED

The CEO recommended changes to the job description for the Library Assistant Marketing PT as the creation of the FT Marketing position, we had to change the responsibilities of the part-time position.

9.2 Report # 26-030 Audited Financial Statement

26-039 Moved by: Daniel Turner
Seconded by: Joan Christensen

That the Fort Erie Public Library Board to approve the Audited Financial Statements for the year 2025 as presented.

CARRIED

Doane Grant Thornton provided a report and a draft copy of the 2025 Financial Statement to the board for review and approval.

10. POLICY AND BY LAWS

10.1 Report # 26-031 General Purchasing Policy

26-040 Moved by: Daniel Turner
Seconded by: Barb Ruegg

The Fort Erie Public Library Board approve the General Purchasing Policy as presented.

CARRIED

The CEO has formalized and strengthened the language by clarifying purchasing authority, contract thresholds, and approval requirements.

10.2 Report # 26-032 Training and Development Policy

26-041 Moved by: Stan Sauer
Seconded by: Daniel Turner

The Fort Erie Public Library Board approve the Training and Development policy as presented.

CARRIED

The CEO strengthened accountability by clearly defining roles and responsibilities and reinforcing compliance with OHSA and WSIB requirements through mandatory orientation, first aid, and CPR training.

10.3 Report # 26-033 Child Safety Policy

26-042 Moved by: Joan Christensen
Seconded by: Daniel Turner

That the Fort Erie Public Library Board approve the Child Safety Policy as presented.

CARRIED

The CEO modernized and formalized the Library's duty to care by clearly defining supervision requirements for minors and clarifying that responsibility for child supervision always remains with parents or guardians. It also introduces standardized procedures for library programs, closing time, unattended children, and medical emergencies.

10.4 Report # 26-034 NEW – Privacy Policy

26-043 Moved by: Maria Brigantino
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board approve the Privacy Policy as presented.

CARRIED

The CEO presented a new privacy policy as we have many references to one but no policy that addresses how we treat patron data. This policy affirms the Library's commitment to protecting the privacy and confidentiality of personal information collected from patrons while delivering library services.

11. ENQUIRIES BY MEMBERS

- A member ask when the cost of coffee and hot chocolate was going to increase and a reminder that the price change is advertised to the public. It was noted that the cost will increase July 2nd, 2026. The price has changed from $1.00 to $1.50 due to increased supply cost.

12. CLOSED SESSION

26-044 **Moved by: Daniel Turner**
Seconded by: Maria Brigantino

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 5:23 pm to discuss the following:

- Legal Matters: Collective Agreement
- Management Wage Grid
- HR: Matters Regarding identifiable individuals

CARRIED

Moved by: Barb Ruegg
Seconded by: Maria Brigantino

That the Fort Erie Public Library Board now rise and convene from Closed Session at approximately 5:42pm with report.

CARRIED

13. OTHER MATTERS

13.1 **Legal Matters: Collective Agreement & Management Wage Grid**

26-045 **Moved by: Maria Brigantino**
Moved by: Joan Christensen

That the Fort Erie Public Library Board ratify the Memorandum of Understanding between the Fort Erie Public Library Board and the Canadian Union of Public Employees Local 2220 effective January 1, 2025, to December 31, 2027.

CARRIED

26-046 **Moved by: Maria Brigantino**
Moved by: Stan Sauer

That the Fort Erie Public Library Board adjust the salaries of the Fort Erie Public Library's Management and Exempt Staff to the Amended Town of Fort Erie Management and Exempt Staff Salary Grids as defined by Town By-law 54-2017, effective March 31, 2025.

CARRIED

14. MEETINGS

14.1 Regular Meeting of the Board **Tuesday, May 19, 2026**
4:30 p.m. Centennial Branch

15. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 6:00p.m.

The undersigned have reviewed the Minutes of the April 21, 2026, Regular Board Meeting.

Original Signed by:

Larry Graber, Chair	Jen Kendall, CEO