

**FORT ERIE PUBLIC LIBRARY
 REGULAR BOARD MEETING
 CENTENNIAL BRANCH BOARDROOM
 MINUTES
 April 18, 2023**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Ken Burden	
Nick Dubanow	
Larry Graber	
Linda Hodge	
Gerard McCutcheon (Chair)	
Terry Moore	
Tricia-Lynn Pascia	
Barb Ruegg	
STAFF PRESENT	GUESTS PRESENTS
Craig Shufelt, CEO	
DELEGATES PRESENT	GUESTS PRESENTS
AUDIENCE – NUMBER OF PEOPLE IN ATTENDANCE	GUESTS PRESENTS
0	

The meeting was brought to order by the Chair at approximately 4:13 p.m. The Chair acknowledged that the land on which we gather is the traditional territory of the Haudenosaunee and Anishnaabe. 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.

1. APPROVAL OF AGENDA

1.1 Approval of Agenda

23-015 Moved by: Ken Burden
Seconded by: Larry Graber

The CEO requested that an item be added under New Business, Item 8.2, Awarding of Contracts.

That the Agenda of the March 21, 2023 Regular Board Meeting be approved as amended.

Carried

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. DELEGATIONS

None.

4. ELECTION OF OFFICERS

The Election of Officers will be held at the Board's next meeting in May, 2023.

5. CONSENT AGENDA

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| 5.1 Approval of Minutes: | Regular Board Meeting, February 21, 2023 |
| 5.2 Report # FIN-23-003: | Confirmation of Accounts |
| 5.3 Report # CEO-23-007: | Circulation through March 2023 |
| 5.4 Report # CEO-23-008: | Friends of the Library Minutes January 2023 |
| 5.5 Report # CEO-23-009: | Friends of the Library Minutes March 2023 |

23-016 Moved by: Terry Moore
 Seconded by: Larry Graber

That Consent Agenda Items 5.1, 5.2, 5.3, 5.4 and 5.5 of the April 18, 2023 Regular Board Meeting be approved as recommended.

Carried

6. BUSINESS ARISING FROM PREVIOUS MEETING

6.1 Report # CEO-23-010: Board Legacy Document

23-017 Moved by: Barb Ruegg
 Seconded by: Nick Dubanow

That the Fort Erie Public Library Board approve the Fort Erie Public Library Legacy Document 2019-2022, as presented.

Carried

The Board Chair spoke briefly to some changes he had made to the legacy document, which was presented originally at a previous meeting. The Board was in agreement with all of the principles included in the document.

6.2 Report # CEO-23-011: Patron delegation – Children’s materials

As requested by the Board at their February 2023 meeting, a report was circulated regarding the response to a patron delegation made at that meeting. There was some general discussion about the topic of challenged materials. No business arose from the report.

7. ACTIVITY REPORT

7.1 Library Activity Report # CEOACT-23-003

23-018 Moved by: Barb Ruegg
 Seconded by: Terry Moore

That the Fort Erie Public Library Board adopts the Library Activity

Report # CEOACT: 23-003, April 18, 2023.

Carried

A copy of Report # CEOACT-23-003 was circulated to Board members for information. There was no business arising from the report.

8. NEW BUSINESS

8.1 Report # CEO-23-012: 2023-2024 Goals & Objectives

23-019 Moved by: Ken Burden
Seconded by: Larry Graber

That the Fort Erie Public Library Board approve the 2023-2024 Goals & Objectives, as presented.

Carried

The CEO discussed the document outlining the library's objectives for 2023-2024. The goals include a mix of both service and capital improvements and additions, both for specific branches and system-wide.

8.2 Report # CEO-23-013: Awarding of Contracts

23-020 Moved by: Ken Burden
Seconded by: Terry Moore

That the Fort Erie Public Library allow the CEO to override clause 1.04 in the Awarding of Contracts policy, 4.5.2, for the entry door replacement prep work at the Centennial branch.

Carried

The CEO has asked that the normal awarding of contracts policy be bypassed in order to get the prep work done so that new sliding doors can be ordered immediately. A brief discussion was held regarding the reasoning, and to clarify that this is a one-off and not a suspension of the policy.

9. POLICY AND BY-LAWS

9.1 Report # POL-23-005: Art Display Policy

23-021 Moved by: Barb Ruegg
Seconded by: Linda Hodge

That the Fort Erie Public Library approve the amended Art Display Policy, 7.3.8, as presented.

Carried

An updated art display policy was presented for discussion. Kathleen Jewell, the library's Children and Teen Librarian, would like to utilize the new small meeting space at the Centennial branch for local artists to display work, so the policy was revisited for updating.

9.2 Report # POL-23-006: Health and Safety in the Workplace

23-022 Moved by: Larry Graber
Seconded by: Ken Burden

That the Fort Erie Public Library approve the updated but unchanged Health and Safety in the Workplace Policy, 5.1.1, as attached.

Carried

The CEO spoke briefly to the need to have the policy revisited, even when no changes are necessary, as it should be reviewed whenever possible on an annual basis.

9.3 Report # POL-23-007: Harassment in the Workplace

23-023 Moved by: Nick Dubanow
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board approve the updated Harassment in the Workplace Policy, 5.1.7, as attached.

The CEO presented a revised Harassment in the Workplace Policy, with the major

changes being the addition of some examples of what constitutes harassment. After some discussion about a policy that seems to mirror 5.1.7, the original motion was amended slightly.

23-024 Moved by: Nick Dubanow
 Seconded by: Barb Ruegg

That the Fort Erie Public Library Board approve the updated Harassment in the Workplace Policy, 5.1.7, as attached, and that Policy 6.1.1., also titled Harassment in Workplace, be rescinded.

Carried

The policy will also be removed from the Collective Agreement, as requested by the union during negotiations for the last collective agreement.

10. ENQUIRIES BY MEMBERS

Nick Dubanow asked about the possibility of receiving a nametag. The CEO will reach out to all Board members to see who else may need one.

11. MEETINGS

11.1	Regular Meeting of the Board	Tuesday, May 16, 2023 4:00 p.m. Centennial Branch
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12. CLOSED SESSION

12.1 Human Resource Matter: CEO Performance Evaluation

The CEO was excused while the Board undertook the CEO annual performance review.

23-025 Moved by: Nick Dubanow
 Seconded by: Barb Ruegg

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 5:08 p.m. to discuss the following:

- Human Resources Matter: CEO Performance Appraisal

Carried

23-026 Moved by: Barb Ruegg
 Seconded by: Larry Graber

That the Fort Erie Public Library Board does now rise and reconvene from Closed Session at 5:35 p.m. with report that the Chair proceed as directed.

Carried

13. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 5:39 p.m.

The undersigned have reviewed the unapproved Minutes of the January 17, 2023 Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

Jerry McCutcheon, Chair

Craig Shufelt, CEO