

APPROVED

**REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
December 16, 2025**

| BOARD MEMBERS PRESENT | BOARD MEMBERS ABSENT |
|---------------------------------------|----------------------|
| Larry Graber, Chair | Stan Sauer |
| Andrew Caird | Daniel Turner |
| Barb Ruegg | Tricia-Lynn Pascia |
| Joan Christensen | |
| Maria Brigantino | |
| Samantha MacLean | |
| | |
| | |
| 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 4:33 p.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**

25-094 **Moved by: Joan Christensen**
 Seconded by: Barb Ruegg

That the Agenda of the December 16, 2025, Board Meeting be approved as presented.

CARRIED

4. DECLARATION OF CONFLICT OF INTEREST

None.

5. DELEGATIONS

None.

6. CONSENT AGENDA

6.1 Report #25-064 Approval of Financial Report for November 2025

**25-095 Moved by: Samantha MacLean
Seconded by: Maria Brigantino**

That the Revised Consent Agenda item 6.2 of the December 16, 2025, Regular Board Meeting be approved as presented.

CARRIED

Item 6.1 has been removed from the Consent Agenda and moved to item 8.1 under New Business to discuss the November 18, 2025 Minutes in further detail.

7. BOARD COMMUNICATIONS

7.1 Report # 25-065 CEO Monthly Activity Report

**25-096 Moved by: Samantha MacLean
Seconded by: Maria Brigantino**

That the Fort Erie Public Library Board adopt the Chief Executive Officer's Board Communication Activity Report #25-065.

CARRIED

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

Highlights from the report

During the month of November, 337 items were shared between the branches. Inbound items decreased by 12% from the previous month, down from 1038 items in October to 912 items in November. As there was no impact on circulation, this appears to be correlated with improved collection strategies and patron experiences. Programs had a substantial increase in attendees over previous years, with an average of 12 attendees at nearly 100 programs.

As part of our Collection Improvement Plan, the non-fiction shelving locations have been simplified. When it was moved from Dewey to the Bookstore model, numerous shelving locations were created, some of which only containing only one or two items. We are retaining the prefixes used to sort the books, as well as adding further granularity in some overlooked areas. This will allow staff to run reports more easily, significantly reduce the effort required to catalogue the items, as well as improving patron experience.

The library website now hosts all board policies on a dedicated "Policies" page, with each policy linked to its own AODA compliant page; accessibility improvements also include a direct link to the "Accessible Formats Requests" form, a full site audit using the WAVE tool, and a completed Accessibility Feedback Form awaiting approval.

8. NEW BUSINESS**8.1 Approval of Minutes: Regular Board Meeting November 18, 2025**

25-097 Moved by: Barb Ruegg
Seconded by: Andrew Caird

The Fort Erie Public Library Board requested to table accepting the November 18, 2025 minutes until the January 20, 2026 meeting.

DEFERRED

A member requested that the minutes, starting with November 2025, include more detailed information under each motion.

8.2 Report # 25-066 Board Meeting Dates 2026

25-098 The CEO presented the dates for the 2026 Board meetings for information. They are identified as the third Tuesday of each month, excluding July and August.

8.3 Report # 25-067 Program Survey Results

25-099 That the Fort Erie Public Library Board review as information the Value Survey Results for information in Report #25-055.

In the fall the library conducted a two-week survey to understand patron satisfaction with programs, attendance habits, preferred branches and desired offerings.

Some key observations were that 8.61 / 10 of respondents would recommend library programs to others and 8.05 / 10 are satisfied with our services. Centennial branch is the preferred home branch, but Crystal Ridge has strong representation with significant feedback about wanting more programs.

Some recommendations were to expand Adult Programming at Crystal Ridge and Stevensville. We will be working to address these gaps, along with enhancing our marketing efforts, offering more evening and weekend programs, and increasing practical skill workshops.

8.4 Report # 25-068 Variance Report

25-100 Moved by: Joan Christensen
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board approve Report #25-068 as amended, and further direct that the Town of Fort Erie be requested to reimburse a portion of the costs incurred for exterior maintenance undertaken by the library board.

CARRIED

The CEO presented a Variance Report on Maintenance. Overall, our planned budget for maintenance was over by 54.5%. The key drivers of this variance were lack of appropriate supplies, failure to plan for maintenance of capital assets and increased internal identification of safety issues.

Several repair needs and unanticipated maintenance projects required the use of the Building Reserve funds. These include: replacement of the sidewalk, plumbing issues, installation of cladding to prevent brick debris from falling, sump pump repair and replacement, and electrical safety upgrade.

It was noted that the Town of Fort Erie has the roof replacement for Centennial scheduled for spring of 2026.

9. BUSINESS ARISING**9.1 Report #25-069 Policies for Review 2026**

25-101 Moved by: Samantha MacLean
Seconded by: Andrew Caird

That the Fort Erie Public Library Board receive Report #25-069 for approval.

CARRIED

The CEO presented a list of policies that we will review in 2026. While several of these policies do not require updating, documenting a “last-reviewed” date for those will be beneficial.

9.2 Report #25-070 Mission/Vision Survey Responses

25-102 That the Fort Erie Public Library Board review as information the Mission/Vision Survey Results for information in Report #25-070.

The members surveyed our current mission and vision statements. The mission received a clarity score of 4.17 / 5, while the vision statement scored 3.67 / 5.

Based on these results, the CEO recommends enhancing the vision statement to better articulate the organization’s long-term aspirations, and maintaining the current mission statement, with only minor refinements needed to improve inclusivity and engagement.

The CEO will circulate the minor revisions by email, as requested by the board.

9.3 Report #25-071 Strategic Plan Accomplishments

25-103 Moved by: Andrew Caird
Seconded by: Maria Brigantino

That the Fort Erie Public Library Board approve Report #25-071.

CARRIED

The CEO presented a report that presents a summary of staff feedback on our progress toward our Strategic Plan goals. The findings highlight significant achievements in all three areas:

enhancing individual patron experiences, deepening community engagement, and advancing sustainability initiatives.

The staff overwhelmingly recognize the progress made toward the Strategic Plan goals, supported by tangible accomplishments across technology, programming, engagement, and staff development. Their feedback aligns with the Strategic Plan Accomplishments report, confirming that the organization has made substantial headway toward its goals despite the challenges encountered during the reporting period.

10. POLICY AND BY LAWS

10.1 Report # 25-072 Safety Orientation and Training

25-104 Moved by: Joan Christensen
Seconded by: Samantha MacLean

The Fort Erie Public Library Board approve the Safety Orientation and Training Policy as presented.

CARRIED

The CEO updated the format.

10.2 Report # 25-073 Capital Asset Policy

25-105 Moved by: Barb Ruegg
Seconded by: Maria Brigantino

The Fort Erie Public Library Board approve the Capital Asset Policy as presented.

CARRIED

The CEO added some structure to the policy and removed several unnecessary items from Appendix A, as well as adding Appendix B to help staff in decision making.

10.3 Report # 25-074 Charitable Contributions Policy

25-106 Moved by: Barb Ruegg
Seconded by: Joan Christensen

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

CARRIED

The CEO updated the format.

11. ENQUIRIES BY MEMBERS

No enquiries by members.

12. CLOSED SESSION**12.1 Legal Matters: Collective Bargaining update**

25-107 Moved by: Samantha MacLean
Seconded by: Joan Christensen

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 5:22 pm to discuss the following:

Matters Regarding Collective Bargaining

Moved by: Andrew Caird
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board now rise and convene from Closed Session at approximately 5:32 pm without report.

CARRIED

13. MEETINGS**13.1 Regular Meeting of the Board**


Tuesday, January 20, 2026
4:30 p.m. Centennial Branch

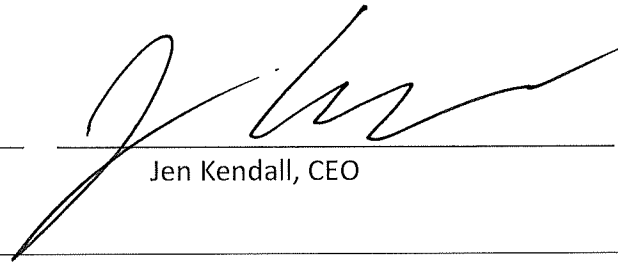
14. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 5:34 p.m.

The undersigned have reviewed the Minutes of the December 16, 2025, Regular Board Meeting.

Original Signed by:



Larry Graber, Chair

Jen Kendall, CEO