



**APPROVED**

**SPECIAL BOARD MEETING  
CENTENNIAL BRANCH BOARDROOM  
MINUTES  
December 3, 2024**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Ken Burden	Tricia-Lynn Pascia
Andrew Caird	Joan Christensen
Larry Graber, Chair	
Samantha Mclean	
Barb Ruegg	
Stan Sauer	
STAFF PRESENT	DELEGATIONS
Jen Kendall, CEO	
Maria Brigantino, Business Administrator	

**1. CALL TO ORDER**

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

**2. LAND ACKNOWLEDGEMENT**

The Chair provided a land acknowledgement to open the meeting.

**3. APPROVAL OF AGENDA**

**3.1 Approval of Agenda**

**24-102      Moved by:            Ken Burden**  
**Seconded by:        Barb Ruegg**

That the Agenda of the December 3, 2024, Board Meeting be approved as presented.

Carried

**4. DECLARATION OF CONFLICT OF INTEREST**

None.

**5. DELEGATIONS**

None.

**6. CONSENT AGENDA**

**6.1 Approval of Minutes: Regular Board Meeting November 19, 2024**

**24-103 Moved by: Stan Sauer  
Seconded by: Samantha Mclean**

That the Consent Agenda items 6.1 of the December 3, 2024, Special Regular Board Meeting be approved as recommended.

Carried

**7. NEW BUSINESS**

**7.1 Report # 24-047: Budget 2025**

**24-104 Moved by: Ken Burden  
Seconded by: Samantha Mclean**

That the Fort Erie Public Library Board approve the 2025 Draft Budget Proposal for presentation to Council requesting a Municipal Grant of \$1,702,699.00, which represents a 5% increase over 2024.

Carried

A slide presentation was conducted by the CEO to review the 2025 Budget Proposal for the Board member's information and approval. Each budget item was reviewed and rationale given for the benefit of the members. The presentation was followed by questions and answers, with the Board voting unanimously to adopt the 2025 budget for presentation to the Town of Fort Erie.

**8. POLICY AND BY LAWS**

**8.1 Report # 24-048: Quiet Study Room Booking and Use Policy**

**24-104 Moved by: Ken Burden**  
**Seconded by: Samantha Mclean**

That the Fort Erie Public Library Board approve the 2025 Draft Budget Proposal for presentation to Council requesting a Municipal Grant of \$1,702,699.00, which represents a 5% increase over 2024.

Carried

The CEO circulated a draft copy of a new policy, Quiet Study Room Booking and Use Policy for the Board’s review and approval. The use of the small study rooms has become so popular with patrons that it is now necessary to establish parameters around such things as booking time limits, first come, first-serve basis defined, and conduct and use of the quiet study rooms.

**8.2 Report # 24-049: Reserve Fund Policy**

**24-106 Moved by: Ken Burden**  
**Seconded by: Stan Sauer**

That the Fort Erie Public Library approve Report # 24-049, Reserve Fund Policy as presented.

Carried

The CEO circulated a draft updated copy of the Reserve Fund Policy for the Board’s review and approval. The updated policy defines the Capital Reserve Fund and the Operating Fund, expands upon their individual purposes and the use of the funds. Following a question and answering period, the Reserve Fund policy was approved as presented.

**9. MEETINGS**

**9.1 Regular Meeting of the Board**

**Tuesday, January 21, 2025**  
**4:30 p.m. Centennial Branch**



**10. CLOSED SESSION**

**10:1 Human Resources Matters: Matters regarding identifiable individuals.**

**24-107 Moved by: Samantha Mclean  
Seconded by: Andrew Caird**

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 4:45 p.m. to discuss the following:

Human Resources Matters: Matters Regarding Identifiable Individuals

Carried

**24-108 Moved by: Ken Burden  
Seconded by: Andrew Caird**

That the Fort Erie Public Library Board does now rise and reconvene from Closed Session at 5:13 p.m. without report.

Carried

**11. ADJOURMENT**

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 5:15 p.m.

The undersigned have reviewed the Minutes of the December 3, 2024 Special Board Meeting.

*Original Signed by:*

  
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Larry Graber, Chair

  
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Jen Kendall, CEO