

**REGULAR BOARD MEETING**  
**CENTENNIAL BRANCH BOARDROOM**  
**MINUTES**  
**January 20, 2026**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Larry Graber, Chair	Joan Christensen
Andrew Caird	Samantha MacLean
Barb Ruegg	
Daniel Turner	
Maria Brigantino	
Stan Sauer	
Tricia-Lynn Pascia	
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 4:30 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**

**26-001**      **Moved by: Maria Brigantino**  
                  **Seconded by: Daniel Turner**

That the Agenda of the January 20, 2026, Board Meeting be approved as presented.

**CARRIED**

**4. DECLARATION OF CONFLICT OF INTEREST**

None.

**5. DELEGATIONS**

None.

**6. ELECTION OF OFFICERS**

The CEO, Jen Kendall conducted the Election of Officers of the Board. CEO, Jen Kendall opened the floor for nominations for the position of Chair of the Fort Erie Public Library Board for the year 2026.

**26-002      Moved by: Tricia-Lynn Pascia**

That Larry Graber be nominated for the position of Chair of the Fort Erie Public Library Board for the Year 2026.

**CARRIED**

There were no further nominations from the floor.

**26-003      Moved by: Barbara Ruegg  
                  Seconded by: Stan Sauer**

That nominations for the position of Chair of the Fort Erie Public Library Board for the Year 2026 be closed.

**CARRIED**

Larry Graber was declared by acclamation, the Chair of the Fort Erie Public Library Board for the Year 2026.

Jen Kendall opened the floor for nominations for the position of Vice Chair of the Fort Erie Public Library Board for the Year 2026.

**26-004 Moved by: Larry Graber**

That Barbara Ruegg be nominated for the position of Vice Chair of the Fort Erie Public Library Board for the Year 2026.

**CARRIED**

There were no further nominations from the floor.

**26-005 Moved by: Daniel Turner  
Seconded by: Maria Brigantino**

That nominations for the position of Vice Chair of the Fort Erie Public Library Board for the Year 2026 be closed.

**CARRIED**

Barbara Ruegg was declared by acclamation, the Vice Chair of the Fort Erie Public Library Board for the Year 2026.

Jen Kendall relinquished the Chair at this time and Larry Graber resumed the duties as the Chair of the Fort Erie Public Library Board.

**7. CONSENT AGENDA****7.1 Approval of Minutes: Regular Board Meeting Nov. 18 & Dec. 16, 2025****26-006 Moved by: Andrew Caird  
Seconded by: Maria Brigantino**

That the Consent Agenda items 7.1, 7.2, and 7.3 of the January 20, 2026, Regular Board Meeting be approved as presented.

**CARRIED****8. BOARD COMMUNICATIONS****8.1 Report # 26-002 CEO Monthly Activity Report****26-007 Moved by: Barb Ruegg  
Seconded by: Daniel Turner**

That the Fort Erie Public Library Board adopt the Chief Executive Officer's Board Communication Activity Report #26-002.

**CARRIED**

A copy of the CEO Activity Report for January 2026 was circulated to Board Members for information. There was no business arising from the Report.

### *Highlights from the report*

Some yearly highlights for circulation consisted of us circulating over 100,000 items in 2025, plus an additional 61,578 digital circulations. Our combined circulation for 2025 was 162,474, a 20% increase over 2024.

Key accomplishments in Collection management include resolving issues with our primary vendor regarding delayed material orders, ensuring year-end invoicing is completed, and addressing damaged and miscatalogued items. The team finalized book display themes for January through May, created signage to boost circulation at Crystal Ridge, and refined non-fiction categorization. During the month of December, 321 items were moved between the branches. Centennial branch supplied 50% of the outbound with 162 items, followed by Crystal Ridge with 32% and 101 items, and Stevensville with 18% and 58 items.

Our total LiNC outbound exceeded our total inbound by 19% for the month of December. Year-end stats show a total of 27,018 items circulated through LiNC in 2025, with 14,653 outbound items and 12,365 inbound items. In 2024, Our outbound totaled 11,375 and inbound was 13,561.

Programming showed strong year-over-year growth, with a total attendance reaching 733 in December, an 87% increase compared to 2024. This increase was driven by expanded offerings, passive programs, and seasonal initiatives. High-impact successes included EarlyON programming, a teen-led Angel Tree initiative serving 140 participants, and a month-long passive gingerbread art program with over 60 submissions.

Adult programming and outreach focused on community partnerships, seasonal initiatives, and maintaining engagement despite operations disruptions. The Purse Project Network's Fall 2025 Campaign resulted in the collection and distribution of over 30 bags across Centennial and Crystal Ridge branches, supporting the Salvation Army and Strong Fort Erie Neighbourhoods.

## **9. NEW BUSINESS**

### **9.1 Report #26-003**

### **Budget Presentation**

**26-008** The Fort Erie Public Library Board receive Report #26-003 for information.

The 2026 budget proposal outlines the library's anticipated financial position, program performance, and strategic priorities for the coming year. Total revenues are projected to reach \$2,000,616 an increase of \$118,012 over the 2025 budget, driven primarily by a higher municipal operating request and a substantial boost in library-generated receipts.

2025 saw strong growth: visits climbed to 107,532, circulations reached 162,474 (a 19.6% increase), and program attendance surged by 699%.

Strategically, the library is positioned to capitalize on rising community demand. The projected increase in library-generated revenue demonstrates successful monetization of digital services and outreach initiatives.

## 9.2 Report # 26-004 Town Library Operating Budget - 2026

**26-009** That the Fort Erie Public Library Board receive Report #26-004 for information.

The Town has provided the official document for our Budget approval. This includes an amount of \$1,776,901 + \$40,100 (DC) – the \$50,012 in program support charges.

## 9.3 Report # 26-005 MOU – EV Charging Station at Crystal Ridge

**26-010** Moved by: Barbara Ruegg  
Seconded by: Daniel Turner

That the Fort Erie Public Library Board hereby approves the Library's execution of the Memorandum of Understanding (MOU) with the Town of Fort Erie, as approved on January 12, 2026.

**CARRIED**

The Town Council approved an MOU concerning the EV chargers at Crystal Ridge. The Town will reimburse the Library for the electricity those chargers consume as outlined in the MOU.

## 9.4 Report # 26-006 Volunteer Appreciation Week

**26-011** Moved by: Daniel Turner  
Seconded by: Tricia-Lynn Pascia

That the Fort Erie Public Library Board approve Report #26-006

**CARRIED**

The Library staff will host an event for our Volunteers during Volunteer Appreciation Week.

## 10. BUSINESS ARISING

No Business Arising

## 11. POLICY AND BY LAWS

### 11.1 Report # 26-008 Board By-Laws: Trustee Organizations

**26-012** Moved by: Tricia-Lynn Pascia  
Seconded by: Maria Brigantino

The Fort Erie Public Library Board approve the revised Library Trustee Organizations Policy as presented.

**CARRIED**

The CEO updated the format and updated the name of the organization to Ontario Library Association and to review if there is a change in price to the membership.

### 11.2 Report # 26-009 HR Policies: Volunteer Recognition

**26-013** Moved by: Andrew Caird  
Seconded by: Tricia-Lynn Pascia

The Fort Erie Public Library Board approve the revised Volunteer Recognition Policy as presented.

**CARRIED**

The CEO updated the format to the policy

### 11.3 Report # 26-010 Petitions in the Library

**26-014** Moved by: Maria Brigantino  
Seconded by: Andrew Caird

That the Fort Erie Public Library Board approve the Petitions in the Library Policy as revised.

**CARRIED**

The CEO updated the format and clarified language in the policy

**11.4 Report # 26-011 Teacher Cards**

**26-015 Moved by: Mara Brigantino  
Seconded by: Andrew Caird**

That the Fort Erie Public Library Board rescind the Teacher Cards Policy.

**CARRIED**

The CEO recommended rescinding the Teacher Cards Policy as our current Borrower's library card policy already offers extended loan periods and we do not collect late fee's any longer.

**11.5 Report # 26-012 Book Club Set Lending**

**26-016 Moved by: Tricia-Lynn Pascia  
Seconded by: Barbara Ruegg**

That the Fort Erie Public Library Board approve the revised Book Club Set Lending Policy as presented.

**CARRIED**

The CEO updated the borrower portion to state that the borrower of the kit is responsible for the entire book club kit.

**12. ENQUIRIES BY MEMBERS**

- A member asked about the length in time to pick up items, should be longer.
- Another member is interested in receiving future information about the electrical usage that incurs from the EV units at Crystal Ridge.

### 13. CLOSED SESSION

13.1 Human Resources matters regarding identifiable individuals.

26-017        **Moved by: Daniel Turner**  
**Seconded by: Andrew Caird**

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 5:19 pm to discuss the following:

HR : Matters Regarding identifiable individuals

**Moved by: Tricia-Lynn Pascia**  
**Seconded by: Daniel Turner**

That the Fort Erie Public Library Board now rise and convene from Closed Session at approximately 5:23 pm without report.

**CARRIED**

### 14. MEETINGS

14.1    **Report #26-007**                      **Strategic Planning Dates**

26-018        **Moved by: Barbara Ruegg**  
**Seconded by: Tricia-Lynn Pascia**

That the Fort Erie Public Library Board receive Report #26-007 for approval.

**CARRIED**

The library board will meet at 4:30 p.m. on February 10<sup>th</sup> & 24, 2026 to commence to prepare the updated strategic plan.

14.2    **Regular Meeting of the Board: February 17, 2026**

26-019        **Moved by: Andrew Caird**  
**Seconded by: Maria Brigantino**

That the Fort Erie Public Library Board cancel the regular library board meeting scheduled for February 17, 2026.

**CARRIED**

**14.3 Regular Meeting of the Board**

**Tuesday, March 17, 2026  
4:30 p.m. Centennial Branch**

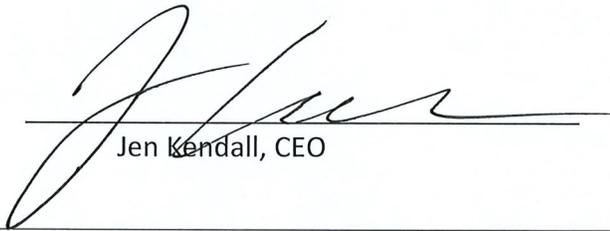
**15. ADJOURNMENT**

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 5:27 p.m.

The undersigned have reviewed the Minutes of the January 20, 2026, Regular Board Meeting.

*Original Signed by:*

  
\_\_\_\_\_  
Larry Graber, Chair

  
\_\_\_\_\_  
Jen Kendall, CEO

