fort erie PUBLIC LIBRARY

APPROVED

REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
June 16, 2026

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Larry Graber, Chair	Tricia-Lynn Pascia
Andrew Caird	
Barb Ruegg	
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 4:30 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

26-060 **Moved by: Joan Christensen**
Seconded by: Andrew Caird

That the Agenda of the June 16, 2026, Board Meeting be approved as presented.

CARRIED

4. DECLARATION OF CONFLICT OF INTEREST

- Member, Daniel Turner withdrew himself in voting on item 8.1 Motion: Bylaw 1.1.4

5. DELEGATIONS

None.

6. CONSENT AGENDA

6.1 Approval of Minutes Regular Board Meeting May 19, 2026

26-061 Moved by: Daniel Turner
Seconded by: Barbara Ruegg

That the Consent Agenda items 6.1, 6.2 and 6.4 of the June 16, 2026, Regular Board Meeting be approved as presented.

CARRIED

Item 6.3 was removed from the consent agenda.

6.3 Report #FIN-26-049 Financial Report – May 2026

26-062 Moved by: Joan Christensen
Seconded by: Maria Brigantino

That the Financial Report for May 2026 be approved as presented.

CARRIED

A member had a question for the CEO about the Library Receipts & Interest Revenue and if we should be concerned about the revenue levels in this line YTD.

The CEO explained that with interest rates not being as high as 2025, so the revenue will not be as high as last year, but she will prepare a variance report in the fall if we do not see an improvement.

7. BOARD COMMUNICATIONS

7.1 Report #26-051 CEO Monthly Activity Report

26-063 **Moved by: Daniel Turner**
Seconded by: Barbara Ruegg

That the Fort Erie Public Library Board adopt the Chief Executive Officer's Board Communication Activity Report #26-051.

CARRIED

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

Highlights from the report:

We have successfully filled the Marketing and Communications Coordinator position. Chelsea joins us with a wealth of experience working with municipalities and begins on June 23rd. We have also hired our summer students, thanks in part to the Canada Summer Jobs grant and they will also begin in June.

Patron visits are following established trends. We continue to enjoy an increase in attendees & usage. We will see another spike for summer events, and we are predicting that improved marketing will partially smooth out the traditional dip in September.

May 2026 highlights a month of significant transition and operational progress within collections. The migration to the new vendor has been successfully completed, with early improvements in item processing and labeling already visible. At the same time, staff continued advancing key collection projects, including weeding, reclassification, and reorganizing patron request processes.

There are growing pressures on collection budgets, particularly in electronic resources, where borrowing levels are outpacing available funding. Hoopla has once again exceeded $3,000 per month. The CEO recommends that we reduce borrowing limits to prevent exceeding that budget line for 2026.

Attendance for our youth programs was lower due to fewer scheduled events, particularly one-off programs. However, school outreach flourished, with more than nine class visits from Fort Erie schools, and I expect that trend to continue into June as teachers take advantage of the nicer weather for walking field trips. Successful youth programs included crafts and the monthly STEAM program, which was popular with parents.

In addition, the Tuesday after-school craft program was successfully restructured into a passive setup with playmats and toys to better engage children who lose focus. This new format saw attendance increase to 16 children, more than double the usual average of six. The format will continue through the summer under the nautical theme Crafty Crab Crew. Outdoor community engagement also saw a major success with the EarlyON in the Garden program, which received enthusiastic feedback from families, instructors, and Town staff, and was followed by a collaborative community planting afternoon.

Adult programming in May demonstrated strong potential, but uneven performance. A highlight was the perimenopause session, which was well received and has created momentum for a potential multi-part educational series and expanded offerings in the fall.

Community outreach efforts remained active and impactful, particularly through partnerships with long-term care homes, community agencies, and newcomer groups, Engagement levels at targeted initiatives were positive, including a well-attended multicultural centre visit and continued deposit collection services.

8. BUSINESS Arising

8.1 Report #26-043 Motion: Bylaw 1.1.4

26-064 Moved by: Andrew Caird
Seconded by: Stan Sauer

Proposed Amendment to Board By-law – Qualifications for Appointment (Employment Restriction).

THAT the Board approve an amendment to the Board's by-law respecting qualifications for appointment as a member of the Board by removing the restriction that a person is disqualified if they are employed by the Regional Municipality of Niagara; and

THAT the by-law, as amended, be presented for approval at the June 16, 2026 meeting and take effect immediately.

Laurentius Graber
Board Chair
Fort Erie Public Library Board

CARRIED

9. POLICY AND BY LAWS

9.1 Report #26-052 Volunteer Policy Statement

26-065 Moved by: Maria Brigantino
Seconded by: Daniel Turner

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

CARRIED

The CEO modernized and clarified the Board's governance direction. The updated statement reframes volunteers as contributors to the Library's mission and community impact, confirms that the volunteers complement rather than replace paid staff.

9.2 Report #26-053 Workplace Inspections Policy

26-066 Moved by: Andrew Caird
Seconded by: Joan Christensen

That the Fort Erie Public Library Board approve the revised Workplace Inspections policy as presented.

CARRIED

The CEO revised thepolicy to modernize and strengthen the library's health and safety framework.

9.3 Report #26-054 Joint Health and Safety Committee Policy

26-067 Moved by: Barbara Ruegg
Seconded by: Maria Brigantino

That the Fort Erie Public Library Board approve the revised Joint Health and Safety Committee Policy as presented.

CARRIED

The CEO revised the Joint Health and Safety Committee Policy that includes updates to align with current legislative and operational requirements, added definitions and changed the review to an annual cycle.

10. CLOSED SESSION

10.1 Human Resources matters regarding identifiable individuals.

26-068 **Moved by: Daniel Turner**
Seconded by: Barbara Ruegg

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 4:56 p.m. to discuss the following:

HR: Matters Regarding identifiable individuals

Moved by: Maria Brigantino
Seconded by: Daniel Turner

That the Fort Erie Public Library Board now rise and convene from Closed Session at approximately 5:00 p.m. without report.

CARRIED

11. ENQUIRIES BY MEMBERS

- N/A

12. MEETINGS

12.1 Regular Meeting of the Board **Tuesday, September 15, 2026**
4:30 p.m. Centennial Branch

13. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 5:03 p.m.

The undersigned have reviewed the Minutes of the June 16, 2026, Regular Board Meeting.

Original Signed by:

Larry Graber, Chair

Jen Kendall, CEO