



APPROVED

REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
June 17, 2025

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Larry Graber, Chair	
Andrew Caird	
Barb Ruegg	
Daniel Turner	
Joan Christensen	
Maria Brigantino	
Samantha Mclean	
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 4:36 p.m.

2. LAND ACKNOWLEDGEMENT

The Chair provided a land acknowledgement to open the meeting.

3. APPROVAL OF AGENDA

3.1 Approval of Agenda

25-046 **Moved by: Tricia-Lynn Pascia**
 Seconded by: Joan Christensen

That the amended Agenda of the June 17, 2025, Board Meeting be approved as presented.

CARRIED

4. DECLARATION OF CONFLICT OF INTEREST

None.

5. DELEGATIONS

Samantha Mclean attended the OLS meeting and gave an update to the board on matters of upcoming trustee training. Went over where to find draft policies for boards. Discussion at the meeting about other library's offering support to staff. She will attend the upcoming Fall meeting and hopes to have more information for everyone.

6. CONSENT AGENDA

6.1 Approval of Minutes: Regular Board Meeting May 20, 2025

25-047 **Moved by: Maria Brigantino**
 Seconded by: Barb Ruegg

That the Revised Consented Agenda items 6.1 and 6.3 of the June 17, 2025, Regular Board Meeting be approved as recommended.

CARRIED

6.2 Approval of Friends of the library: Executive Meeting, Regular Board Meeting

Moved by: Maria Brigantino
 Seconded by: Andrew Caird

That the Consent Agenda items 6.2 of the June 17, 2025, Regular Board Meeting be approved as recommended.

CARRIED

7. BUSINESS ARISING

7.1 Report-Harassment and Violence Policy

25-048 **Moved by: Samantha Mclean**
 Seconded by: Tricia-Lynn Pascia

That the Fort Erie Public Library Board receive Report #25-027 as information.

CARRIED

7.2 Report Printing Fees

25-049 **Moved by: Joan Christinson**
 Seconded by: Andrew Caird

That the Fort Erie Public Library Board receive Report #25-028 as information.

CARRIED

7.3 Board Committee Appointments

25-050 **Moved by: Maria Brigantino**
 Seconded by: Barb Ruegg

That the Fort Erie Public Library Board appoint board members to 6 different board committees.

Finance – Larry Graber, Chair, Maria Brigantino and Daniel Turner
Trust – Barb Ruegg, Vice Chair and Stan Sauer
Ontario ILS – Samantha Mclean
Union – Larry Graber, Chair, Maria Brigantino and Andrew Caird
Strategic Plan - all members
Friends Liaison – Stan Sauer, commitment for 1 year

CARRIED

8. BOARD COMMUNICATIONS

8.1 Report # 25-029 CEO Monthly Activity Report

25-051 **Moved by: Daniel Turner**
 Seconded by: Barb Ruegg

That the Fort Erie Public Library Board adopt the Board Communication Library Activity Report #25-029.

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

Highlights from the report: The library hired two summer students, the Community Engagement Librarian and Collection Librarian. We had 72 responses from our collections survey, which will provide a lot of information to help ensure that patrons are able to find what they need in our library. Report on the data to follow.

We have had close to 5,000 attendees at programs over the past 5 months. With summer reading and the increase in outreach events now, we expect to see 15,000 attendees by the end of the year.

CARRIED

9. NEW BUSINESS

9.1 Report #25-030 Policy Manual Format

**25-052 Moved by: Samantha Mclean
Seconded by: Joan Christensen**

That the Fort Erie Public Library Board approve a standard voice and format for the Staff Policy Manual. Following Policy updates will aim for a 6-8th grade reading level, an outline format with numbered headings, and a distinction between internal and external policies located in each policy header. These updates will occur on a rolling basis as the policies are revised.

CARRIED

10. POLICY AND BY LAWS

10.1 Report # 25-031 Workplace Harassment and Violence

**25-053 Moved by: Daniel Turner
Seconded by: Tricia-Lynn Pascia**

The Fort Erie Public Library Board approve the Harassment and Violence Policy as presented.

CARRIED

Based on the discussion we had in May, conversations with staff, and my consultation with union and legal representatives, the CEO recommends that we move forward with the updated Harassment and Violence Policy. As suggested, there is an overview to simplify things for staff and made some adjustments to incorporate important information included in previous versions.

10.2 Report # 25-032: Printing Fees

**25-054 Moved by: Andrew Caird
Seconded by: Maria Brigantino**

That the Fort Erie Public Library Board approve the updated Public Services and Rental Fees Policy as amended.

CARRIED

10.3 Policies – Workplace Harassment and Violence 1 – 5 from Policy #05-107 to be rescinded. Effective immediately.

Moved by: Joan Christensen

Seconded by: Maria Brigantino

That the Fort Erie Public Library Board approve that Policy #05-107 – and rescind the: Staff Guide to Ethical Conduct, Health and Safety Policy Statement, the Psychological Health & Safety – Mental Health, Workplace Discrimination & Harassment, Workplace Domestic & Sexual Violence policies, effective immediately.

CARRIED

11. ENQUIRIES BY MEMBERS

Barb Ruegg asked for an update on how the Konnects event went.

Stan Sauer commended the CEO for drafting an excellent policy that effectively integrated input from the Board meeting from the May 2025.

12. MEETINGS

12.1 Regular Meeting of the Board

**Tuesday, September 16, 2025
4:30 p.m. Centennial Branch**

13. CLOSED SESSION

13:1 Personal Matters about an identifiable individual.

**25-055 Moved by: Tricia-Lynn Pascia
Seconded by: Barb Ruegg**

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 5:30pm to discuss the following:
Matters Regarding Identifiable Individuals.

**Moved by: Maria Brigantino
Seconded by: Daniel Turner**

That the Fort Erie Public Library Board does now rise and convene from Closed Session at 5:38 pm without report.

CARRIED

14. 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 Minutes of the June 17, 2025 Regular Board Meeting.

Original Signed by:


Larry Graber, Chair


Jen Kendall, CEO