



APPROVED

REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
March 18, 2025

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Joan Christensen	Tricia-Lynn Pascia
Andrew Caird	
Larry Graber, Chair	
Samantha Mclean	
Barb Ruegg	
Stan Sauer	
STAFF PRESENT	DELEGATIONS
Jen Kendall, CEO	
Maria Brigantino, Interim Business Administrator	
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 provided a land acknowledgement to open the meeting.

3. APPROVAL OF AGENDA

3.1 Approval of Agenda

**25-022 Moved by: Barb Ruegg
 Seconded by: Andrew Caird**

That the Agenda of the March 18, 2025, 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 February 24, 2025

25-023 Moved by: Samantha Mclean
Seconded by: Andrew Caird

That the Consent Agenda items 6.1, 6.2, 6.3 and 6.4 of the March 18, 2025, Regular Board Meeting be approved as recommended.

Carried

7. BUSINESS ARISING

None.

8. BOARD COMMUNICATIONS

8.1 Report # 25-013: CEO Monthly Activity Report

25-024 Moved by: Joan Christensen
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board adopt the Board Communication Library Activity Report #25-013.

Carried

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

Highlights from the report:

Programs attendance up with over 600 program attendees in February 2025.

Annual Tax Clinics are filled to capacity

8.2 Report # 25-014: Survey Results Library Services & Visioning

25-025 Moved by: Barb Ruegg

Seconded by: Joan Christensen

That the Fort Erie Public Library receive Report # 25-025: Survey Results Library Services and Visioning for information purposes.

Carried

The CEO circulated an information report which contained the results of a recent Survey taken by the library. There were over 100 respondents with generally positive feedback.

9. NEW BUSINESS

9.1 Report # 25-015: Summer Student Job Description

25-026 Moved by: Andrew Caird

Seconded by: Samantha Mclean

That the Fort Erie Public Library approve the Summer Student Job Description as presented.

Carried

The CEO circulated a job description for a Summer Student that would be assisting in the creation and running of the summer programs.

The library applied for 3 summer students under the Canada Summer Jobs grant funding. The library is awaiting notification as to whether or not our application will be approved for funding.

9.2 Report # 25-016: Draft Annual Report

25-027 Moved by: Joan Christensen

Seconded by: Andrew Caird

That the Fort Erie Public Library receive Report # 25-016 Draft Annual Report for information purposes.

Carried

The CEO circulated a draft copy of the Annual Report for information.

The annual audit is now in progress. Once the year-end financial statements for 2024 are completed and approved by the Board, the final draft of the Annual Report will also be circulated to the Board for approval. Once approved the Annual Report will be distributed to the Mayor and Town Council and will also be available on the library's website.

9.3 Report # 25-017: Signing Authority Bank Structure

**25-028 Moved by: Andrew Caird
Seconded by: Samantha Mclean**

That the Fort Erie Public Library approve authorization for banking purposes to set up as a single signer account.

Carried

The CEO reported that our Bylaw requiring only one signature for cheques under the amount of \$5,000.00 and two signatures for cheques over the amount of \$5,000.00 is confusing to our banking institution. The bank indicated our banking had to be set up as either 1-signer or a 2-signer account. The CEO recommended the bank account be set up as a single signer while maintaining the library's internal control requiring 2 signatures on cheques over the amount of \$5,000. Setting up our account as a single signer user would not override our internal control of having two signatures on cheques over the amount of \$5,000.00.

10. POLICY AND BY LAWS

10.1 Report # 25-018: Rules of Conduct Policy

**25-029 Moved by: Barb Ruegg
 Seconded by: Joan Christensen**

That the Fort Erie Public Library approve the Rules of Conduct Policy as presented.

Carried

The CEO circulated and updated rules of conduct policy for the boards consideration. When approved, the conduct policy will be available on the website and posted at all the branches.

10.2 Report # 25-019: Digital Policies for Staff

**25-030 Moved by: Samantha Mclean
 Seconded by: Andrew Caird**

That the Fort Erie Public Library approve the Digital Policy for Staff as presented.

Carried

The CEO circulated an updated policy “Digital Policy for Staff”. The former digital policies were outdated. This policy is more in line with the issues we currently face and allows for flexibility for staff to add tools that will help them with their performance without increasing security risks.

10.3 Report # 25-020: Petty Cash Policy

**25-031 Moved by: Joan Christensen
 Seconded by: Stan Sauer**

That the Fort Erie Public Library approve the Petty Cash Policy as presented.

Carried

The CEO circulated an updated Petty Cash Policy, which governs the management of a petty cash fund. The policy outlines how petty cash is to be managed, who is responsible for what and how the checks and balances operate.

11. INQUIRIES BY MEMBERS

None.

12. MEETINGS

12.1 Regular Meeting of the Board

Tuesday, May 20, 2025
4:30 p.m. Centennial Branch

13. CLOSED SESSION

13:1 Personal Matters about an identifiable individual

25-032 **Moved by: Barb Ruegg**
 Seconded by: Andrew Caird

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 5:14 p.m. to discuss the following:
Interim Business Administrator, Maria Brigantino & Business Administrator, Carley Binder left the meeting.

Matters Regarding Identifiable Individuals

Carried

25-033 **Moved by: Joan Christensen**
 Seconded by: Samantha Mclean

That the Fort Erie Public Library Board does now rise and reconvene from Closed Session at 5:33 p.m. without report.

Carried

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 March 18, 2025 Regular Board Meeting.

Original Signed by:


Larry Graber, Chair


Jen Kendall, CEO

