



APPROVED

**REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
May 20, 2025**

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

3. APPROVAL OF AGENDA

3.1 Approval of Agenda

25-034 **Moved by: Joan Christensen**
 Seconded by: Barb Ruegg

That the Revised Agenda of the May 20, 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 March 18, 2025

**25-035 Moved by: Maria Brigantino
Seconded by: Samantha Mclean**

That the Consent Agenda items 6.3, 6.4 and 6.5 of the May 20, 2025, Regular Board Meeting be approved as recommended. Items 6.1 and 6.2 were removed from the Consented Agenda and placed under new business items 9.3 and 9.4.

Carried

7. BUSINESS ARISING

None.

8. BOARD COMMUNICATIONS

8.1 Report # 25-021: CEO Monthly Activity Report

**25-036 Moved by: Samantha Mclean
Seconded by: Joan Christensen**

That the Fort Erie Public Library Board adopt the Board Communication Library Activity Report #25-021.

Carried

A copy of the CEO Activity Report for May 2025 was circulated to Board Members for information. The CEO will investigate printing solutions, and our service level compared to other libraries.

Highlights from the report: Filling staff positions is going well. Circulation and program attendance dramatically increased in March, and it continued to be higher in April. Facility issues are being resolved. We have transitioned to M365.

9. NEW BUSINESS

9.1 Report # 25-022: Account Structure

25-037 Moved by: Maria Brigantino
Seconded by: Barb Ruegg

That the Fort Erie Public Library approve the change to our financial institution to PenFinancial, Fort Erie.

Carried

Currently, we maintain multiple bank accounts (General, Grants, Donations, Trust, and Building Reserve), which has led to confusion, frequent fund transfers, and complications during the recent audit. Additionally, our current credit union has provided inadequate account support, creating persistent challenges in account management.

The benefits of transitioning to a different institution offer a reduced administrative burden with fewer accounts means less time on transfers and reconciliation. It will improve financial oversight with simplified tracking and will enhance transparency for both management and auditors. It will also offer enhanced banking support with a demonstrated willingness to provide the service we need. The Chart of Accounts will be further simplified to adequately reflect current revenue and expenses.

9.2 Report # 25-023: Audited Financial Statements

25-038 Moved by: Stan Sauer
Seconded by: Joan Christensen

That the Fort Erie Public Library Board accepts the Report and approves the Audited Financial Statements for 2024 as presented.

Carried

The library board reviewed the Report and Audited Financial Statements for 2024 as presented.

9.3 Item 6.1 from the Consented Agenda - LiNC Policies

**25-039 Moved by: Barb Rugg
Seconded by: Maria Brigantino**

A library board member was interested in clarifying the loan periods that are presented in the report. The CEO discussed that the loan period was a balance of the participating LiNC libraries loan period and overall FEPL's loan periods will override LiNC's loan periods.

9.4 Item 6.2 from the Consent Agenda - March 2024 Minutes

**25-040 Moved by: Barb Rugg
Seconded by: Maria Brigantino**

A library board member requested that it be noted that under item 6.2 from the March 2024 board meeting in-camera session that Maria Brigantino and Carley Binder left the meeting.

9.5 FEPL Website

**25-041 Moved by: Barb Rugg
Seconded by: Maria Brigantino**

Discussion with staff of website contents and strategies to keep information current.

10. POLICY AND BY LAWS

10.1 Report # 25-024: Harassment and Violence in the Workplace Policy

**25-042 Moved by: Joan Christensen
Seconded by: Barb Rugg**

The Fort Erie Public Library table the Harassment and Violence in the Workplace Policy 5.1.7 as presented.

Board members made some suggestions and revisions to the policy and suggested it is tabled until time permits for the revisions.

Tabled

10.2 Report # 25-025: Emergency Closing Policy

25-043 Moved by: Samantha Mclean

Seconded by: Maria Brigantino

That the Fort Erie Public Library approve the Emergency Closing Policy as presented.

Carried

The CEO reviewed the policy and added the step of notifying the Town when appropriate.

11. ENQUIRIES BY MEMBERS

Stevensville market is starting June 4 - October 8, 2025.

Konnects spring market, the library will be there along with the Friends of the FEPL group. CEO, Jen Kendall, purchased a new outdoor tent and a cooler for the library to participate in outreach events this summer.

Senior's Advisory Committee has been revitalized and working at filling a gap for activities and participating at various events to build a bridge for Seniors in the community.

12. MEETINGS

12.1 Regular Meeting of the Board

**Tuesday, June 17, 2025
4:30 p.m. Centennial Branch**

13. CLOSED SESSION

13:1 CEO 6-month performance review

**25-044 Moved by: Maria Brigantino
Seconded by: Joan Christensen**

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 5:45 p.m. to discuss the following:

Matters Regarding Identifiable Individuals and the CEO's 6-month performance review.

It is noted at 5:50 p.m. that CEO, Jen Kendall and Business Administrator, Carley Binder left the meeting.

It is noted that at 6:40 p.m. member Stan Sauer, left the meeting.

Carried

25-045 **Moved by: Barb Ruegg**
Seconded by: Samantha Mclean

That the Fort Erie Public Library Board does now rise and reconvene from Closed Session at 6:42 p.m. without report.

Carried

13:2 Discussion about Member Committees.

The Board Chair will reach out to all members to see which committee(s) they'd like to sit on for the coming year.

14. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 6: 47 p.m.

The undersigned have reviewed the Minutes of the May 20, 2025 Regular Board Meeting.

Original Signed by:

Larry Graber, Chair

Jen Kendall, CEO