



APPROVED

REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
May 21, 2024

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Ken Burden	Tricia-Lynn Pascia
Joan Christensen	
Larry Graber, Chair	
Samantha Mclean	
Barb Ruegg	
Stan Sauer	
Mayor Wayne Redekop, Ex-Officio Member	
STAFF PRESENT	DELEGATIONS
Maria Brigantino, Acting CEO	Friends of the Library
Ann Trudeau, Administrative Assistant	

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

24-038 Moved by: Ken Burden
Seconded by: Joan Christensen

That the Agenda of the May 21, 2024 Board Meeting be approved as presented.

Carried

4. DECLARATION OF CONFLICT OF INTEREST

None.

5. DELEGATIONS

5.1 Jeff Jupp: Harassment Policy. Mr. Jupp did not attend the meeting.

5.2 Friends of the Library: Presentation of Donation

The Friends of the Library presented the Fort Erie Public Library with a donation of \$5000.00 towards programming for children, adults and seniors May. The Library Board expressed their appreciation for the donation and commended the Friends for their fundraising efforts on behalf of the FEPL Library.

6. CONSENT AGENDA

- 6.1 Approval of Minutes: Regular Board Meeting March 19; Special Board Meeting April 4, 2024; Special Board Meeting April 16, 2024.**
- 6.2 Report #24-016: Confirmation of Accounts: March and April 2024**
- 6.3 Friends of the Library: Minutes of April 2 and 9; May 7 and 14**

**24-039 Moved by: Barb Ruegg
Seconded by: Samantha Mclean**

That the Consent Agenda items 6.1; 6.2 and 6.3 of the May 21, 2024 Regular Board Meeting be approved as recommended.

Carried

7. BUSINESS ARISING

None.

8. BOARD COMMUNICATIONS

8.1 Report # 24-017: Internal Board Communication

24-040 Moved by: Barb Ruegg

Seconded by: Ken Burden

That the Fort Erie Public Library Board adopts the Board Communication Library Activity Report # 24-017, May 21, 2024.

Carried

A copy of the Board Communication Library Activity report was circulated to Board Members for information. The Acting CEO highlighted the following:

- The Friends will be having a Silent Auction on Friday May 24 and Saturday, May 25. All are invited to come out and support this endeavor!
- Adult Programs in April: Combined Program attendance for 8 programs was 106 attendees.
- Two popular programs have been brought back, Painting and Tai Chi thanks to the presenters who are volunteering their time and talent in delivering these programs.
- 325 Individuals were served at the tax clinics
- Children and Teen Programming in April: Combined program attendance for 18 programs in April was 98
- Ten Programs were held during March Break
- Four Class Visits served 145 students. Ten more class visits have been planned so far in May.

9. NEW BUSINESS

9.1 Report # 24-018: Library Closure for Training Days

**24-041 Moved by: Joan Christensen
Seconded by: Stan Sauer**

That the Fort Erie Public Library Board approves the closure of all branches on two Fridays in 2024 for the purpose of conducting full-day staff training.

Carried

The Acting CEO requested that the Board Members approve closing all branches two Fridays in 2024 the first tentatively scheduled on June 14th, and the second in the Fall in order to conduct a full day staff training program. Management is recommending that the all-day training session be planned for a Friday, as it will have the least impact on public hours. The public will be notified via our June newsletter and social media accounts.

9.2 Report # 24-019: Friends of the Library Music Library (For Information Only)

In 2021 the Friends of the Library donated \$1500.00 for a music lending program. The Operations Team discussed this outstanding donation and after much consideration, it was agreed that the purchasing and lending musical instruments will not go forward. Factors considered were cleaning the returned instruments, no wind instruments could be circulated as there are health issues, no viable space in which to house the collection and the upkeep and replacement costs of maintaining this type of collection.

The Children's and Teen Librarian suggested that the library request this donation be re-directed to purchase Playaway Launch pads. The Acting CEO will contact Friends of the Library with this proposal for their consideration.

9.3 Report # 24-020: New Job Description Librarian

**24-042 Moved by: Ken Burden
Seconded by: Joan Christensen**

That the Fort Erie Public Library Board approves the new job description for Senior Collections Librarian as presented.

Carried

The Acting CEO circulated a new job description for a Senior Collections Librarian. The need to have a librarian on staff responsible for Collection Development Planning for all aspects of our collections is addressed in this new job description. It would fall to the Senior Collections Librarian to create a system wide plan that would serve as a reference for all those who have collection development responsibilities. The Senior Collections Librarian supersedes the Adult Services Librarian job description.

9.4 Report # 24-021: 2023 Audited Financial Statements

**24-043 Moved by: Barb Ruegg
Seconded by: Stan Sauer**

That the Fort Erie Public Library Board approves the 2023 Audited Financial Statements as prepared by Grant Thornton Chartered Accountants for the Fort Erie Public Library, and further

That the Fort Erie Public Library Board receive the “Reports to the Board – Communication of Aduit Strategy Results” and further

That the Chair and Vice Chair sign the 2023 Audited Financial Statements on behalf of the Library Board.

Carried

Grant Thornton, LLP, Chartered Accountants have finalized their 2023 audit undertaking and the 2023 Financial Statements for the Fort Erie Public Library Board. The draft copy of the 2023 Financial Statements and the Report to the Board for the Board’s information and approval was circulated to the Board. The Chair of the Board reviewed key aspects of the financial statements.

10. POLICY & BYLAWS

10.1 Artwork Exhibits Policy

24-044 **Moved by: Barb Ruegg**
Seconded by: Samantha Mclean

That the Fort Erie Public Library Board approves the Artwork Exhibits Policy as presented.

Carried

The Acting CEO circulated a new operational policy Artwork Exhibits for the Board’s consideration and approval. The policy set out parameters for exhibiting artwork on the library’s premises. Appendices to the policy, Artwork Exhibit Application, Artwork Exhibit Information and Artwork Exhibit Agreement were included in the circulated material.

10.2 Management, Supervisory & Non-Union General Terms and Conditions

24-045 **Moved by: Ken Burden**
Seconded by: Joan Christensen

That the Fort Erie Public Library Board approves the Management, Supervisory & Non-Union General Terms and Conditions Policy as presented.

Carried

The Acting CEO circulated a revised Management, Supervisory & Non-Union staff, General Terms and Conditions of Employment for the Board's consideration. This policy was reviewed and revised by the Board's Governance Committee Members earlier this year.

10.3 Panic Alarm Policy

24-046 **Moved by: Joan Christensen**
 Seconded by: Barb Ruegg

That the Fort Erie Public Library Board approves the Panic Alarm Policy as presented.

Carried

The Acting CEO circulated a new operational policy for Panic Alarms. The library had installed these panic alarms over a year ago, but no policy or procedure was formalized. The Library Board reviewed and approved the policy as presented. This policy will be presented and discussed during the Staff Training Day.

10.4 Library Building Access Policy

24-047 **Moved by: Sam Mclean**
 Seconded by: Stan Sauer

That the Fort Erie Public Library Board approves the Library Building Access Policy as presented.

Carried

The Acting CEO circulated a revised operational policy (last revision date of January 2018). This revised policy sets out the parameters of the definition of "Staff Only" Areas and it clearly sets out the protocol for when a patron requests to see a staff member. This policy will be presented and discussed during the Staff Training Day.

10.5 Working Alone Policy

24-048 **Moved by: Stan Sauer**
Seconded by: Ken Burden

That the Fort Erie Public Library Board approves the Library Building Access Policy as presented.

Carried

The Acting CEO circulated an operational policy on Working Alone. This policy sets out the policy and procedures for FEPL staff when working alone. This is particularly relevant at the Stevensville Library Branch. This policy will be presented and discussed during the Staff Training Day.

11. INQUIRIES BY MEMBERS

Joan Christensen: Way Finding Committee: Signs for Stevensville Library Branch. Joan will send out the information directly to Library Board Members once it becomes available.

12. MEETINGS

12.1 Regular Meeting of the Board	Tuesday, June 18, 2024 4:30 p.m. Centennial Branch
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13. CLOSED SESSION

24-049 **Moved by: Barb Ruegg**
Seconded by: Stan Sauer

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

Human Resources Matters: Chief Executive Officer Recruitment; Pay Equity Maintenance.

Legal Matters: Advice subject to Solicitor-Client Privilege

Carried

24-050 **Moved by: Stan Sauer**
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board does now rise and reconvene from Closed Session at 7:28 p.m. with report that the Chair and the Acting CEO proceed as directed.

Carried

14. RESOLUTIONS

24-051 **Moved by: Barb Ruegg**
Seconded by: Joan Christensen

That the Fort Erie Public Library Board approve the revised Memorandum of Understanding between the Friends of the Library and the FEPLB to include (item g) "Provide Friends with a fepl email address that will be routed to the Friends presidents personal email address" and further that

No other revisions will be considered by the Fort Erie Public Library Board.

Carried

15. ADJOURMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 7:30 p.m.

The undersigned have reviewed the Minutes of the May 21, 2024 Regular Board Meeting.

Original Signed by:

Larry Graber, Chair

Maria Brigantino, Acting CEO