

APPROVED

**REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
February 18, 2025**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Joan Christensen	Andrew Caird
Larry Graber, Chair	Tricia-Lynn Pascia
Samantha Mclean	
Barb Ruegg	
Stan Sauer	
STAFF PRESENT	DELEGATIONS
Jen Kendall, CEO	
Maria Brigantino, Business Administrator	

1. CALL TO ORDER

The meeting was brought to order by the Chair at approximately 4:31 p.m.

2. LAND ACKNOWLEDGEMENT

The Chair provided a land acknowledgement to open the meeting.

3. APPROVAL OF AGENDA

3.1 Approval of Agenda

25-012 **Moved by:** Barb Ruegg
 Seconded by: Joan Christensen

That the Agenda of the February 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 January 21, 2025

**25-013 Moved by: Samantha Mclean
Seconded by: Stan Sauer**

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

Carried

7. BUSINESS ARISING

None.

8. BOARD COMMUNICATIONS

8.1 Report # 25-008: Internal Board Communication

**25-014 Moved by: Barb Ruegg
Seconded by: Samantha Mclean**

That the Fort Erie Public Library Board adopt the, Board Communication Library Activity Report #25-008.

Carried

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

Highlights from the report:

- Professional Development Day. Representatives from Strong Fort Erie Neighbourhoods sent two Board Members to review the resources available for patrons who need assistance.
- Several staff members will be undergoing training on the Centre for Equitable Library Access (CELA), an accessible library service, providing books and other materials to Canadians with print disabilities.
- Due to an all-time high cost of Hoopla (digital collection), the library will be lowering the borrowing limit per patron for Hoopla to four per month. This is like other LINC libraries.

8.2 Report # 25-009: Financial Landscape Report

25-015 **Moved by: Joan Christensen**
Seconded by: Samantha Mclean

That the Fort Erie Public Library receive Report # 25-009: Financial Landscape Report for information purposes.

Carried

The CEO circulated an information report outlining a plan to establish official procedures governing handling of financial documents and funds. Budget lines will be reviewed in order to more accurately assign expenditures to the most appropriate line. A complete review of all financial policies and procedures will take place over the next six months.

9. NEW BUSINESS

None.

10. POLICY AND BY LAWS

10.1 Report # 25-010: Corporate Sponsorship Agreements

25-016 **Moved by: Joan Christensen**
Seconded by: Samantha Mclean

That the Fort Erie Public Library approve Corporate Sponsorship Agreements Policy as presented.

Carried

The CEO circulated a draft policy “Corporate Sponsorship Agreements” which applies to all arrangements involving external organizations, sponsors or contributors to Fort Erie Public Library programs, events, activities and services. This policy outlines general criteria for

sponsorships, approval of sponsorships and roles and responsibilities as it relates to appropriate and suitable sponsorships.

10.2 Report # 25-011: Handling of Discarded or Donated Material

25-017 Moved by: Barb Ruegg
Seconded by: Samantha Mclean

That the Fort Erie Public Library approve Handling of Discarded or Donated Material Policy as presented.

Carried

The CEO circulated an updated policy “Handling of Discarded or Donated Material.” The policy was formerly entitled “Sale of Discarded or Donated Material” and needed to be updated to reflect current practices, one of which offers the donations and discarded material to the public for free.

10.3 Report # 25-012: Program Policy

25-018 Moved by: Samantha Mclean
Seconded by: Stan Sauer

That the Fort Erie Public Library approve Program Policy as presented.

Carried

The CEO circulated an updated policy “Program Policy”. This policy has not been updated since 2003. The updated policy is reflective of today’s practices, including compliance with legislation (i.e. Accessibility for Ontarians with Disabilities). The policy provides staff with guidelines for developing programs and informs the public about the principles and criteria used to select and deliver programs. This policy will be added to the library’s website upon approval.

11. INQUIRIES BY MEMBERS

None.

12. MEETINGS

12.1 Regular Meeting of the Board

Tuesday, March 18, 2025
4:30 p.m. Centennial Branch

13. CLOSED SESSION

13:1 Personal Matters about an identifiable individual

25-019 **Moved by:** Barb Ruegg
 Seconded by: Joan Christensen

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 5:20 p.m. to discuss the following:

Matters Regarding Identifiable Individuals

Carried

25-020 **Moved by:** Barb Ruegg
 Seconded by: Joan Christensen

That the Fort Erie Public Library Board does now rise and reconvene from Closed Session at 5:36 p.m. without report.

Carried

14. ADJOURMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 5:37 p.m.

The undersigned have reviewed the Minutes of the February 18, 2025 Regular Board Meeting.

Original Signed by:

Larry Graber, Chair

Jen Kendall, CEO

