



APPROVED

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

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Larry Graber, Chair	Daniel Turner
Barb Ruegg	Andrew Caird
Joan Christensen	
Maria Brigantino	
Samantha MacLean	
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 4:30 p.m.

2. LAND ACKNOWLEDGEMENT

The Chair provided a land acknowledgement to open the meeting.

3. APPROVAL OF AGENDA

3.1 Approval of Agenda

25-078 **Moved by: Maria Brigantino**
 Seconded by: Barb Ruegg

That the Agenda of the November 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 October 21, 2025**

**25-079 Moved by: Tricia-Lynn
Seconded by: Maria Brigantino**

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

CARRIED

7. BOARD COMMUNICATIONS**7.1 Report # 25-053 CEO Monthly Activity Report**

**25-080 Moved by: Joan Christensen
Seconded by: Samantha MacLean**

That the Fort Erie Public Library Board adopt the Chief Executive Officer's Board Communication Activity Report #25-053.

CARRIED

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

Highlights from the report:

Circulation in October was 51% higher than the past two years and the year to date is 27% higher than last year.

Program attendance in October attracted 1,632 patrons across all library events. A near even split between youth and adult programming. After a slower September, the surge reflects the school

calendar's afterschool demand and the boost from the Friends of the Fort Erie Library book sale and renewed class visits. Some program highlights were high impact STEAM offerings with slime experiments engaging 29 children and a forthcoming DIY birdfeeder session. The K-pop Demon Hunters party proved the most popular event, drawing 47 families.

7.2 OLA Report – Verbal

25-081 **Moved by: Joan Christensen**
Seconded by: Stan Sauer

That the Fort Erie Public Library Board receive for information, the update for OLA as presented verbally by Samantha Maclean.

CARRIED

Highlight from the report: discussion on Board Trustee succession and AI, very similar to the discussion among the OLA members indicating the relevance placed on these topics.

7.3 Regional Board Training Report – Verbal

25-082 **Moved by: Joan Christensen**
Seconded by: Stan Sauer

That the Fort Erie Public Library Board receive for information, the Regional Board Training report as presented verbally by Samantha Maclean.

CARRIED

8. NEW BUSINESS

8.1 **Report # 25-054** **Accessibility Progress Report 2025**

25-083 **Moved by: Samantha MacLean**
Seconded by: Tricia-Lynn Pascia

That the Fort Erie Public Library Board accepts the Accessibility Progress Report in Report #25-054.

CARRIED

The CEO circulated a comprehensive report on the status and progress of the FEPL's Accessibility Progress. The library has met all mandatory AODA obligations and while advancing

several strategic goals outlined in the 2023 – 2028 Multi-Year Accessibility Plan. Completed projects were identified as well as goals and objectives going forward.

8.2 Report # 25-055 Values Survey Results

25-084 That the Fort Erie Public Library Board receive for information the Value Survey Results as presented in Report #25-055.

CARRIED

The CEO circulated a report outlining the results of the Board members' poll taken in alignment with the timeline for the Strategic Plan. A comprehensive narrative was provided within the report that accompanied the ranking of six values.

8.3 Report # 25-056 Gifts for Staff

25-085 Moved by: Joan Christensen
Seconded by: Tricia-Lynn Pascia

That the Fort Erie Public Library Board approve the purchase of gift cards for staff in recognition of their contributions as presented in Report #25-056.

CARRIED

8.4 Report #25-057 Staff Training Report

25-086 That the Fort Erie Public Library Board receive for information the Staff Training Report as presented in Report #25-057.

The CEO circulated a report outlining the staff training sessions that took place in 2025. Some highlights of the training themes included Visioning & Strategic Planning; Understanding the Strategic Plan and Customer Service Excellence. Recommendations for 2026 training was included in the report for the Board's information.

8.5 Report #25-058 2026 Budget

25-087 Moved by: Maria Brigantino
Seconded by: Tricia-Lynn Pascia

That the Fort Erie Public Library Board approve the 2026 Draft Budget Proposal for presentation to Council requesting a Municipal Grant of \$1,776,901, a 4% increase over 2025, and further requesting Development Charges funding in the amount of \$40,100, which represents an increase of 1% over 2025, as per Town Report #CBC-04-2025.

CARRIED

The CEO along with the 2026 Budget Committee members presented the Board with the 2026 draft budget for their consideration. The CEO has met with the Director of Finance to review and discuss the budget proposal. The CEO and the Board Chair will be meeting with Senior Town Staff to discuss the Capital Expenditures & Maintenance of the buildings that the library occupies and responsibilities concerning these shared spaces.

9. BUSINESS ARISING

9.1 Report #25-044 Friends Memorandum of Agreement

**25-088 Moved by: Samantha MacLean
Seconded by: Barb Ruegg**

That the Fort Erie Public Library Board approve the updated Friends of the Fort Erie Public Library Memorandum of Agreement that is dated November 18, 2025.

CARRIED

10. POLICY AND BY LAWS

10.1 Report # 25-059 Accessibility Policy

**25-089 Moved by: Tricia-Lynn Pascia
Seconded by: Barb Ruegg**

The Fort Erie Public Library Board approve the reviewed Accessibility Policy as presented.

CARRIED

The library's current Accessibility Policy contains both our internal policy and customer service policy. The CEO recommended that the existing policy separate the two and that two new policies be approved by the Board – Accessibility Policy and Customer Service Accessibility Policy.

10.2 Report # 25-060 Accessible Customer Service Policy

**25-090 Moved by: Samantha MacLean
Seconded by: Barb Ruegg**

The Fort Erie Public Library Board approve the new Accessible Customer Service Policy as presented.

CARRIED

10.3 Report # 25-061 Internet Access Policy for Patrons

**25-091 Moved by: Maria Brigantino
Seconded by: Joan Christensen**

That the Fort Erie Public Library Board approve the revised Internet Access Policy as presented.

CARRIED

As the library's current Internet Access Policy is outdated, the CEO recommended the policy be updated to that it addresses technological advancements, legal compliance and evolving community needs. The revised policy prioritizes safety, clarity, and equitable access. It strengthens governance, improves patron accountability, and ensures adaptability to future technological and legislative changes.

10.4 Report # 25-062 Hiring Policy

**25-092 Moved by: Stan Sauer
Seconded by: Tricia-Lynn Pascia**

That the Fort Erie Public Library Board approve the revised Hiring Policy as presented.

CARRIED

The CEO recommended that the 2003 Hiring Policy be updated. A report was circulated outlining the revisions which include clearer, modernized guidelines to ensure fairness, transparency, and inclusivity throughout the hiring process. Additionally, it sets a biennial review cycle to maintain alignment with best practices and evolving legislation.

10.5 Report # 25-063 Gender Identity Policy

**25-093 Moved by: Joan Christensen
Seconded by: Samantha MacLean**

That the Fort Erie Public Library Board approve the revised Gender Identity Policy as presented.

CARRIED

The CEO recommended that our current Gender Identity Policy, although thorough, was reviewed and refreshed and condensed to increase comprehension without changing the content.

11. ENQUIRIES BY MEMBERS

Maria Brigantino requested a table/report for any upcoming policy review dates for board members. A report on upcoming Policies for review is to be distributed annually to Board members in December for the upcoming year.

12. MEETINGS

12.1 Regular Meeting of the Board


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

13. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 6:16 p.m.

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

Original Signed by:



Larry Graber, Chair



Jen Kendall, CEO

