APPROVED

REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
October 20, 2026

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

2. LAND ACKNOWLEDGEMENT

Board member, Maria Brigantino, acknowledged that the land on which we are gathered is the traditional territory of the Attawandaronk, the Haudenosaunee and the Anishinaabe people. We are the beneficiaries of ancient agreements such as the Dish With One Spoon between the Anishinaabe and the Haudenosaunee, who agreed to share the abundance of the land through peace, friendship and mutual respect; the Two Row Wampum, by which the Haudenosaunee welcomed the settlers and agreed to share the land in mutual respect; and the Treaty of Niagara, considered a fundamental document by First Nations in all future relations and treaties with the British.

We recognize that we have a responsibility to be stewards of the land, in cooperations and collaboration with the Indigenous peoples, not only for one generation but for all generations to come. We understand that we have an obligation to learn the lessons of our history, educate ourselves about the experiences of the Indigenous people and seek opportunities to heal the wounds that will result in reconciliation with our Indigenous sisters and brothers.

Many First Nations, Metis, and Inuit people live and work in Fort Erie. We stand with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which

we live. We have the good fortune to live in a land of such abundance, diversity and beauty – let us be vigilant in protecting Turtle Island.

3. APPROVAL OF AGENDA

3.1 Approval of Agenda

26-079 **Moved by: Tricia-Lynn Pascia**
Seconded by: Andrew Caird

That the Agenda of the October 20, 2026, 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 September 15, 2026

26-080 **Moved by: Daniel Turner**
Seconded by: Joan Christensen

That the Consent Agenda items 6.1, 6.2, 6.3 and 6.4 of the October 20, 2026, Regular Board Meeting be approved as presented.

CARRIED

7. BOARD COMMUNICATIONS

7.1 Report #26-066 CEO Monthly Activity Report

26-081 **Moved by: Barb Ruegg**
Seconded by: Stan Sauer

That the Fort Erie Public Library Board adopt the Chief Executive Officer's Board Communication Activity Report #26-066.

CARRIED

A copy of the CEO Activity Report for October 2026 was circulated to Board Members for information. There was no business arising from the Report.

Highlights from the report:

September performance reflected strong and growing community engagement across the Fort Erie Public Library system. Patron borrowing continued to outpace visits, overall programming attendance exceeding the prior September.

This highlighted the strength of staff engagement and the positive relationships being built with patrons throughout the library system. The success stories shared this month demonstrate a culture of collaboration, problem-solving, and genuine care for patrons, while successful programs, community presentations, and creative initiatives continue to enhance visitor experiences.

We continued coordination with the Town regarding the fibre installation project. Service activation remains anticipated by the end of October, with the fire halls being prioritized for installation.

Digital engagement shifted following the high-volume summer programming period. Facebook and Instagram both recorded in reach, views and interactions, however website use increased significantly. Website sessions went from 1995 in August to 4463 in September, an increase of approximately 124%.

8. BUSINESS ARISING

8.1 Report #26-067 Social Media : Board Recruitment messaging

26-082 **Moved by: Maria Brigantino**
Seconded by: Stan Sauer

That the Fort Erie Public Library Board receive the Report #26-067 as presented.

CARRIED

The CEO presented a prepared Trustee Recruitment Campaign under the overarching theme, "Bring your perspective. Shape your library" designed to encourage passionate Fort Erie residents to apply for open board positions through the Town website. A survey will be distributed to Trustees to gather quotes about their service for the campaign.

8.2 Report #26-068 Alarm System Proposals

26-083 Moved by: Andrew Caird
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board approve the award of the alarm system modernization contract to FMC, including a one-time investment of $11,448.69 and estimated annual recurring service fees of $5,193.84, excluding taxes.

CARRIED

The CEO presented the RFP process to review and modernize our security, fire monitoring, and panic alarm systems across its locations. The objective is to move toward a more cohesive system, reduce duplication where possible, improve clarity around monitoring and service responsibilities, and ensure appropriate ongoing testing, documentation and support.

9. POLICY AND BY LAWS

9.1 Report #26-069 Statement of Purpose

26-084 Moved by: Barb Ruegg
Seconded by: Andrew Caird

That the Fort Erie Public Library Board approve the Statement of Purpose Policy as presented.

CARRIED

The CEO updated the mission statement, adjusted the lifelong learning commitment and added a section about a community, based on the conversations about strategic goals and the libraries place in the community.

9.2 Report #26-070 Statement of Service Goals

26-085 Moved by: Maria Brigantino
Seconded by: Tricia-Lynn Pascia

That the Fort Erie Public Library Board approve the Statement of Service Goals Policy as presented.

CARRIED

The CEO updated the Statement of Service Goals with clearer, more current language and strengthened the Library's commitment to equitable access and replaced a detailed list of service goals with six broader priorities focused on learning, quality of life, inclusive community connections, equitable access, partnerships and responsible stewardship. The reference to the Accessibility for Ontarians with the Disability Act has been added.

9.3 Report #26-071 Flag Protocol

26-086 Moved by: Andrew Caird
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board approve the Flag Protocol Policy as presented.

CARRIED

The CEO made a few grammatical edits plus the addition of the Rules for half-masting the National Flag of Canada as a related document.

10. ENQUIRIES BY MEMBERS

- A member asked if the current budget is on track to accommodate the funds to move forward for the alarm system by the end of 2026.
The Finance committee will set up a meeting with the CEO to review the budget and communicate the findings to the rest of the board.

11. MEETINGS

11.1 Regular Meeting of the Board Tuesday, November 17, 2026

4:30 p.m. Centennial Branch

12. CLOSED SESSION

12.1 Human Resources: matters regarding identifiable individuals

26-087 **Moved by: Barb Ruegg**
Seconded by: Daniel Turner

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

HR: Matters Regarding identifiable individuals

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

That the Fort Erie Public Library Board now rise and convene from Closed Session at approximately 5:30 pm without report.

CARRIED

13. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 5:31 p.m.

The undersigned have reviewed the Minutes of the October 20, 2026, Regular Board Meeting.

Original Signed by:

_____ _____

Larry Graber, Chair Jen Kendall, CEO