



APPROVED

**REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
October 21, 2025**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Larry Graber, Chair	Daniel Turner
Andrew Caird	Maria Brigantino
Barb Ruegg	Samantha Mclean
Joan Christensen	Tricia-Lynn Pascia
Stan Sauer	
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 4:36 p.m.

2. LAND ACKNOWLEDGEMENT

The Chair provided a land acknowledgement to open the meeting.

3. APPROVAL OF AGENDA

3.1 Approval of Agenda

25-066 Moved by: Barb Ruegg
Seconded by: Andrew Caird

That the Agenda of the October 21, 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 September 16, 2025**

25-067 Moved by: Joan Christensen
Seconded by: Stan Sauer

That the Consent Agenda items 6.1, 6.2, and 6.3 of the October 21, 2025 Regular Board Meeting be approved as presented.

CARRIED

7. BOARD COMMUNICATIONS**7.1 Report # 25-042 CEO Monthly Activity Report**

25-068 Moved by: Andrew Caird
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board adopt the Board Communication Library Activity Report #25-042.

CARRIED

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

Highlights from the report:

Steady growth and modernization across operations. Foot traffic in September was 15% higher than last year, supported by strong physical circulation, active programming, and new community partnerships. Staff training and organizational updates continue, with upcoming sessions on customer service and bystander awareness. Financially, budget refinements and grant

applications are underway, and the Friends donated \$10,000 for programs and collections. Facilities work included clearing out the excess metal shelving at Crystal Ridge and identifying that roof repair at Centennial needs to be addressed sooner rather than later.

Program attendance remained strong, especially in children's and adult creative events, while new initiatives like 1000 Books Before Kindergarten, the Purse Project, and expanded outreach are strengthening.

IT achievements include a full OPAC redesign for LINC, staff training on new digital tools, and hardware upgrades ahead of Windows 10's end of life.

Overall, the library continues to advance in community service, digital modernization, and operational efficiency.

CARRIED

8. NEW BUSINESS

8.1 Report # 25-043 Strategic Planning Timeline

**25-069 Moved by: Joan Christensen
Seconded by: Barb Ruegg**

That the Fort Erie Public Library Board formally approve the Strategic Planning timeline outlined in Report #25-043.

CARRIED

8.2 Report # 25-044 Friends MOU

25-070 That the Fort Erie Public Library Board has deferred Report #25-044 to the next board meeting scheduled for November 18, 2025.

8.3 Report # 25-045 Staff Training

**25-071 Moved by: Barb Ruegg
Seconded by: Joan Christensen**

That the Fort Erie Public Library Boards approve the closure of all branches for staff training day on Friday, February 27, 2026.

CARRIED

9. POLICY AND BY LAWS**9.1 Report # 25-046 Meeting Room Fees**

**25-072 Moved by: Barb Ruegg
Seconded by: Andrew Caird**

The Fort Erie Public Library Board approve the Meeting Room Rental Fees Policy as amended.

CARRIED

9.2 Report # 25-047 Meeting Room Policy

**25-073 Moved by: Andrew Caird
Seconded by: Barb Ruegg**

That the Fort Erie Public Library Board approve the updated Meeting Room Policy as presented.

CARRIED

9.3 Report # 25-048 Board Room Policy - Rescind

**25-074 Moved by: Joan Christensen
Seconded by: Andrew Caird**

That the Fort Erie Public Library Board rescind the Guidelines for Use of Boardroom Policy.

CARRIED

9.4 Report # 25-049 Notice Board Policy

**25-075 Moved by: Barb Ruegg
Seconded by: Joan Christensen**

That the Fort Erie Public Library Board approve the updated Notice Board Policy as presented.

CARRIED

9.5 Report #25-050: Community Information Policy

**25-076 Moved by: Barb Ruegg
Seconded by: Joan Christensen**

That the Fort Erie Public Library Board approve the Community Information Policy as presented.

CARRIED

9.6 Report #25-051 Customer Service Policy

**25-077 Moved by: Stan Sauer
 Seconded by: Andrew Caird**

That the Fort Erie Public Library Board approve the Customer Service Policy as presented.

CARRIED

10. ENQUIRIES BY MEMBERS

Stan Sauer enquired about how the Library Board and the Town of Fort Erie plan to formally acknowledge the Friends of the Library for their significant contribution of \$100,000 raised over the past 14 years. He suggested that the group be publicly recognized for their ongoing support and dedication to the library.

Joan Christensen, Councillor & FEPLB member, to discuss making a presentation at a future Town Council meeting with the Mayor and will advise the CEO and Chair.

11. MEETINGS

11.1 Regular Meeting of the Board


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

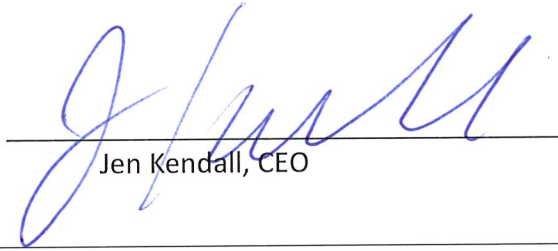
12. ADJOURNMENT

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 October 21, 2025 Regular Board Meeting.

Original Signed by:



Larry Graber, Chair

Jen Kendall, CEO