



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

The meeting was brought to order by the Chair at approximately 4:36 p.m.

The Chair provided a land acknowledgement to open the meeting.

3.1 Approval of Agenda

That the Agenda of the September 16, 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 June 17, 2025**

**25-056 Moved by: Tricia-Lynn Pascia
Seconded by: Daniel Turner**

That the Consent Agenda items 6.1, 6.2, 6.3 and 6.4 of the September 16, 2025, Regular Board Meeting be approved.

CARRIED

7. Digital Motions**7.1 Digital Motions Dated August 13, 2025**

**25-057 Moved by: Barb Ruegg
Seconded by: Daniel Turner**

That the Fort Erie Public Library Board accept Digital Motion 1 – Library Closures for staff training and 2 – Annual Report for 2024.

CARRIED

The digital motions were circulated via email to Board members with a majority vote approving the two motions on August 13, 2025. This motion confirms the actions of the Board during the summer meeting break.

8. BOARD COMMUNICATIONS

8.1 Report # 25-035 CEO Monthly Activity Report

**25-058 Moved by: Andrew Caird
Seconded by: Maria Brigantino**

That the Fort Erie Public Library Board adopt the Board Communication Library Activity Report #25-035.

CARRIED

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

Highlights from the report: All vacancies available have been filled except the maintenance position. We had 2 summer students and 1 co-op student over the summer. Which contributed to our successful summer reading program. Debbie Ashworth announced her retirement from the library after serving several roles over 50 years!

All staff completed their accessibility training, to be compliant with provincial regulations.

Collection circulation has achieved pre-covid statistics.

A variety of repairs have been made at several library branches.

CARRIED

9. NEW BUSINESS

9.1 Marketing Coordinator Job Description

**25-059 Moved by: Maria Brigantino
Seconded by: Barb Ruegg**

That the Fort Erie Public Library Board approve the Marketing Coordinator Job Description as information.

CARRIED

9.2 Staff Training Day

**25-060 Moved by: Maria Brigantino
Seconded by: Samantha Mclean**

That the Fort Erie Public Library Board approve the closure of all branches for staff training day for on Friday, November 14, 2025.

CARRIED

10. POLICY AND BY LAWS**10.1 Report # 25-037 Outdated and Redundant Policies**

**25-061 Moved by: Maria Brigantino
Seconded by: Samantha Mclean**

The Fort Erie Public Library Board rescind the named policies and appendices effective immediately.
5.1.2, 6.1.6, 6.1.7, 6.2.1, 6.2.4, 7.1.8, 7.1.2, 7.1.9., 7.1.10, 7.2.4, 7.3.2 and 7.3.21

CARRIED

There are several redundant and outdated policies that need to be rescinded.

10.2 Report # 25-038: Collection Development Policy

**25-062 Moved by: Daniel Turner
Seconded by: Andrew Caird**

That the Fort Erie Public Library Board rescind Policies 7.2.1 Material Donation, 7.2.2 Material Selection, 7.2.3, Material Deselection, and 7.2.4 Rebinding and Repairs and approve the consolidated Collection Development Policy.

CARRIED

10.3 Report #25-039: Borrowing Policy

**25-063 Moved by: Barb Ruegg
Seconded by: Daniel Turner**

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

CARRIED

10.4 Report #25-040 Volunteers Policy

**25-064 Moved by: Maria Brigantino
Seconded by: Andrew Caird**

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

CARRIED

11. ENQUIRIES BY MEMBERS

Stan Sauer commented that the presented policies were well done.

He Just has one concern about our social media under the Digital Policy. Will it be compliant enough and suggested a review may be in order.

Barb Ruegg mentioned that a patron in Stevensville subscribes to Niagara Falls Review newspaper and will donate her copy to the Stevensville library branch.

12. MEETINGS

12.1 Regular Meeting of the Board

Tuesday, October 21, 2025
4:30 p.m. Centennial Branch

13. CLOSED SESSION

13:1 Legal Matters: Collective Bargaining

25-065 Moved by: Barb Ruegg
Seconded by: Tricia-Lynn

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 5:29 pm to discuss the following:
Matters Regarding Collective Bargaining.

Moved by: Maria Brigantino
Seconded by: Daniel Turner

That the Fort Erie Public Library Board does now rise and convene from Closed Session at 5:38 pm without report.

CARRIED

14. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 5:38 p.m.

The undersigned have reviewed the Minutes of the September 16, 2025 Regular Board Meeting.

Original Signed by:



Larry Graber, Chair



Jen Kendall, CEO