



APPROVED

**BOARD MEETING  
CENTENNIAL BRANCH BOARDROOM  
MINUTES  
September 17, 2024**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Ken Burden (Until 6:00 p.m.)	Tricia-Lynn Pascia
Andrew Caird	Joan Christensen
Larry Graber, Chair	
Samantha Mclean	
Barb Ruegg	
Stan Sauer	
STAFF PRESENT	DELEGATIONS
Maria Brigantino, Acting CEO	
Ann Trudeau, Administrative Assistant	
Amy Baker, Library Technician (until 4:50 p.m.)	

**1. CALL TO ORDER**

The meeting was brought to order by the Chair at approximately 4:29 p.m.

**2. LAND ACKNOWLEDGEMENT**

The Chair provided a land acknowledgement to open the meeting.

**3. APPROVAL OF AGENDA**

**3.1 Approval of Agenda**

**24-064      Moved by:    Barb Ruegg  
                  Seconded by: Ken Burden**

That the Agenda of the September 17, 2024, Board Meeting be approved as amended to move new business item 9.2 forward on the agenda.

Carried

**4. DECLARATION OF CONFLICT OF INTEREST**

None.

**5. DELEGATIONS**

None.

**6. CONSENT AGENDA**

- 6.1 Approval of Minutes: Regular Board Meeting June 18, 2024
- 6.2 Report #24-031: Confirmation of Accounts: June – August 2024
- 6.3 Friends of the Library: Minutes of September 3 & September 10, 2024

24-065 Moved by: Sam Mclean  
Seconded by: Stan Sauer

That the Consent Agenda items 6.1; 6.2 and 6.3 of the September 17, 2024, Regular Board Meeting be approved as recommended.

Carried

**7. BUSINESS ARISING**

- 7.1 Report # 24-032: Reciprocal Services Agreement with St. Catharine’s Public Library

24-066 Moved by: Ken Burden  
Seconded by: Andrew Caird

That the Fort Erie Public Library and the St. Catharines Public Library Board agree to honour the borrower cards of both St. Catharines Public Library and the Fort Erie Public Library customers and grant these customers membership in their reciprocal library effective 2024.

Carried

At the June 18, 2024 Regular Meeting of the Library Board, the matter of a Reciprocal Borrowing agreement with the St. Catharines Public Library was brought forward for discussion. The Library Board deferred the matter to the September meeting in order that the Acting CEO

discuss the matter with the LINC Library CEOs. The matter was brought forward to the June 21<sup>st</sup> meeting of the LINC Library CEO's, with the consensus being most of the libraries will be signing the agreement as they did not feel there was any downside to the proposal. Under this agreement, patrons will have to go directly to the St. Catharines Library to borrow material and will have to go directly to the St. Catharines Library to return the material.

## 8. BOARD COMMUNICATIONS

### 8.1 Report # 24-029 & #24-030: Internal Board Communication

**24-076**      **Moved by: Barb Ruegg**  
**Seconded by: Andrew Caird**

That the Fort Erie Public Library Board adopts the Board Communication Library Activity Report # 24-029 (July) and Activity Report # 24-030, (August).

Carried

A copy of the Board Communication Library Activity report was circulated to Board Members for information. The Acting CEO highlighted the following:

- FEPL has been approved for funding under the Community Volunteer Income Tax Program Grant.
- Niagara CEO's have joined together to purchase promotional activities for Ontario Public Library week. There will be radio spots on 610 AM Radio and pulpboard coasters for distribution.

## 9. NEW BUSINESS

### 9.1 Report # 24-033: Friends of the Library Volunteer Recognition Award

**24-077**      **Moved by: Barb Ruegg**  
**Seconded by: Ken Burden**

That the Fort Erie Public Library Board approve the Friends of the Library request to display a volunteer appreciation plaque in the library, and further that Management work with the Friends to determine where it will be displayed.

Carried

The Friends of the Library have purchased a “Maryann & Christopher Madden Memorial Volunteer Recognition Award” plaque. This is a perpetual plaque that honours the memory of Maryann and Christopher Madden, founding members of the Friends of the Fort Erie Public Library. The award aims to acknowledge and celebrate the contributions of volunteers for the Friends of the FEPL Library. The first recipient for 2024 will receive it at the Friends Annual General Meeting in April and each year after that a new recipient will be chosen and added to the plaque.

The Executive Members requested that the plaque be hung at the Centennial Library Branch. Board members unanimously supported the request. Management will determine where the plaque will be placed at the Centennial Branch.

## 9.2 Report # 24-034: Interlibrary Loan (ILL) Software Platform Upgrade

**24-078**      **Moved by: Stan Sauer**  
**Seconded by: Barb Ruegg**

That the Fort Erie Public Library Board receive Report # 24-034: Interlibrary Loan (ILL) Software Platform Upgrade for information.

Carried

This Fall, Ontario Public Libraries are moving to a new interlibrary loan (ILL) software platform called “Resource Sharing for Groups”. Management circulated a report submitted by FEPL Technician, Amy Baker that explains the process, the training that is involved not only for the Library Technician, but for staff (as users). Included with the report was a copy of the Resource Sharing Network Participation Policies and Standards. Amy Baker was present at the meeting and responded to various questions asked by the Board.

## 10. POLICY & BYLAWS

### 10.1 Report #24-035: Policy for Honouring Retirees

**24-079**      **Moved by: Andrew Caird**  
**Seconded by: Sam Mclean**

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

Carried

At the June meeting of the Board, a draft policy regarding honouring retirees was circulated to the Board for consideration. Questions were raised with respect to the chart outlining the years of services and the monetary recognition amounts. The policy was re-drafted with revisions made to simplify the chart. The revised policy was circulated to the Board for review and approval.

**10.2 Report #24-036: Accessibility Policy**

**24-080**      **Moved by: Barb Ruegg**  
**Seconded by: Stan Sauer**

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

Carried

The Ministry for Seniors and Accessibility is responsible for the legal obligations required for Accessibility in the Province of Ontario. Fort Erie Public Library’s Accessibility Policy is to be reviewed yearly. A revised policy was distributed to the Board for review and approval. Discussion ensued with respect to the library’s multi-year accessibility plan. Management will be reviewing and making recommendations to the Board over the next few months on any revisions, updates, and legal requirements needed to ensure that our library services are accessible to all people of all abilities. Ann Trudeau, Administrative Assistant was present at the meeting and responded to questions from the Board.

**11. INQUIRIES BY MEMBERS**

None.

**12. MEETINGS**

**12.1 Regular Meeting of the Board**

Tuesday, October 15, 2024  
4:30 p.m. Centennial Branch

**13. CLOSED SESSION**

**24-081**      **Moved by: Stan Sauer**  
**Seconded by: Andrew Caird**

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 5:35 p.m. to discuss the following:

Human Resources Matters: Chief Executive Officer Recruitment

Carried

**24-082**      **Moved by: Stan Sauer**  
**Seconded by: Sam Mclean**

That the Fort Erie Public Library Board does now rise and reconvene from Closed Session at 6:24 p.m. without report.

Carried

**14. ADJOURMENT**

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 6:27 p.m.

The undersigned have reviewed the Minutes of the September 17, 2024 Regular Board Meeting.

*Original Signed by:*

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Larry Graber, Chair

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Maria Brigantino, Acting CEO