



APPROVED

**REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
February 20, 2024**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Maria Brigantino	
Ken Burden	
Joan Christensen	
Larry Graber, Chair	
Samantha Mclean	
Tricia-Lynn Pascia	
Barb Ruegg	
Stan Sauer	
STAFF PRESENT	DELEGATIONS
Schellely Hiebert, CEO	Julia Liken

The meeting was brought to order by the Chair at approximately 4:30 p.m.

The Chair acknowledged that the land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe. This territory is covered by the Upper Canada Treaties and is within the lands protected by the “Dish With One Spoon” wampum agreement. This gathering place is home to many First Nations, Metis and Inuit peoples who continue to live here. This acknowledgement reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.

The Chair welcomed recently appointed Fort Erie Public Library Board Members Sam Mclean and Stan Sauer.

1. APPROVAL OF AGENDA

1.1 Approval of Agenda

24-012 **Moved by: Ken Burden**
Seconded by: Barb Ruegg

That the Agenda of the February 20, 2024 Regular Board Meeting be approved as amended to include a Closed Session.

Carried

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. DELEGATIONS

Julia Liken: Board Conduct

Ms. Liken, speaking as a delegate, expressed her opinion on what she was told transpired between the Board Chair and a member of the public in attendance at the January Board Meeting. The Board Chair acknowledged his handling of the situation was uncharacteristic and offered his sincere apology to the Board Members, to Ms. Liken, and to the individual involved, who was in attendance at this meeting.

4. CONSENT AGENDA

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|-----|---------------------------------|---|
| 4.1 | Approval of Minutes: | Regular Board Meetings January 16, 2024 |
| 4.2 | Report #24:002 | Confirmation of Accounts |
| 4.3 | Friends of the Library Minutes: | February 13, 2024 |

24-013 **Moved by: Joan Christensen**
Seconded by: Barb Ruegg

That Consent Agenda Items 4.1, 4.2 and 4.3 of the February 20, 2024 Regular Board Meeting be approved as recommended.

Carried

5. BUSINESS ARISING FROM PREVIOUS MEETING

None.

6. Board Communications

6.1 Library Activity Report # 24-003

24-014 **Moved by:** Tricia-Lynn Pascia
 Seconded by: Stan Sauer

That the Fort Erie Public Library Board adopts the Board Communication Library Activity Report # 24-003, February 20, 2024.

Carried

A copy of the Board Communication: Report # 24-003 was circulated to Board members for information. There was no business arising from the report.

6.2 OLBA'S Leadership by Design: "Cut to the Chase"

24-015 **Moved by:** Tricia-Lynn Pascia
 Seconded by: Ken Burden

That the Fort Erie Public Library Board receive the OLBA's Leadership by Design "Cut to the Chase" for information purposes.

Carried

The Chair of the Board circulated the OLBA'S Leadership by Design document entitled "Cut to the Chase". This publication is a quick reference guide for Ontario Public Library Trustees. All board members were encouraged to review the publication.

7. NEW BUSINESS

7.1 Report # 24-002: Strategic Plan 2021-2025

The Chair of the Board circulated the Fort Erie Public Library Board's Strategic Plan 2021 – 2025 adopted in May, 2021. As the Library is now in year four of the five-year strategic plan, the Board members engaged in discussions on establishing priorities and determining what needs to be developed further and/or updating the plan with additional goals. Ideas were exchanged with respect to the process that may be undertaken in creating the next Strategic Plan.

8. POLICY AND BY-LAWS

8.1 Report #24-005: Board Members Code of Conduct

**24-016 Moved by: Maria Brigantino
Seconded by: Ken Burden**

That the Fort Erie Public Library Board approve the updated Board Members Code of Conduct as presented.

Carried

The Ad Hoc Policy Committee members presented an updated “Board Members Code of Conduct” for review and approval. The updates included the Legislative Authorities being identified and referenced within the policy. The Legislative Authorities along with the Fort Erie Public Library’s Procedural By-laws must be adhered to in the course of Board Members carrying out their duties.

8.2 Report #24-006: Dress Code Policy

**24-017 Moved by: Joan Christensen
Seconded by: Tricia-Lynn Pascia**

That the Fort Erie Public Library Board approve the Dress Code Policy as amended to include references to Health and Safety Policy and an Inclusion Statement.

Carried

The CEO circulated a copy of the library’s current Dress Code Guideline and a (draft) revised Dress Code Guideline Policy for the Board’s review and approval. Discussion ensued with respect to including a reference section that identifies Health and Safety Policy and statement of Inclusion as stated in the Strategic Plan that recognizes the diversity of people and allowing for the handling of dress-code related accommodation requests.

8.3 Report #-24-007: Vulnerable Sector Police Checks

**24-018 Moved by: Barb Ruegg
Seconded by: Ken Burden**

That the Fort Erie Public Library Board approve the Vulnerable Sector Polic Checks Policy as amended to “every three (3) years” wherever it appears in the policy.

Carried

The CEO circulated a draft of the revised Vulnerable Sector Police Checks Policy for review and discussion/approval at the February meeting. A copy of the current policy, dated October, 2008 was also circulated for the Board’s information. It was noted that references to the timeframe for renewal of subsequent Vulnerable Sector Police Checks should be three (3) years.

9. ENQUIRIES BY MEMBERS

9.1 Board Member, Joan Christensen will contact the Way Finding Committee at the Town to determine when the signs for the Stevensville Library Branch are scheduled to be updated.

10. MEETINGS

10.1 Regular Meeting of the Board Tuesday, March 19, 2024
4:30 p.m. Centennial Boardroom

11. CLOSED SESSION

**24-019 Moved by: Tricia-Lynn Pascia
Seconded by: Stan Sauer**

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 5:27 p.m. to discuss the following:

Legal Matters

Carried

**24-020 Moved by: Barb Ruegg
Seconded by: Joan Christensen**

That the Fort Erie Public Library Board does now rise and reconvene from Closed Session at 6:09 p.m. with report.

Carried

Larry Graber, Chair; Barb Ruegg, Vice Chair; and Maria Brigantino, Recording Secretary will represent the Library Board in a joint meeting with three members of the Friends of the Library to review and revise the Memorandum of Understanding.

12. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 6:10 p.m.

The undersigned have reviewed the Minutes of the February 20, 2024 Regular Board Meeting.

Original Signed By:
Larry Graber, Chair

Original Signed By:
Schelley Hiebert, CEO