

REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTE NOTES
December 19, 2023

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Ken Burden	Maria Brigantino
Joan Christensen	Tricia-Lynn Pascia
Dianne Fleming	
Larry Graber, Chair	
Barb Ruegg	
STAFF PRESENT	DELEGATIONS
Schelley Hiebert, CEO	

Presentation: Staff recognition for Years of Service took place before the start of the meeting for Mike Scott (10 Years), Dawn Gangarossa (15 Years) and Amy Roebuck (30 Years).

The meeting was brought to order by the Chair at approximately 4:39 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.

1. APPROVAL OF AGENDA

1.1 Approval of Agenda

23-060 **Moved by: Ken Burden**
 Seconded by: Dianne Fleming

That the Agenda of the December 19, 2023 Regular Board Meeting be approved as presented.

Carried

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. DELEGATIONS

Noe.

4. CONSENT AGENDA

- 4.1 Approval of Minutes: Regular Board Meetings November 21, 2023,
Electronic Vote 2024 Budget
- 4.2 Report # FIN-23-007: Confirmation of Accounts

23-061 Moved by: Joan Christensen
Seconded by: Ken Burden

That Consent Agenda Items 4.1 and 4.2 of the December 19, 2023 Regular Board Meeting be approved as recommended.

Carried

5. BUSINESS ARISING FROM PREVIOUS MEETING

None.

6. ACTIVITY REPORT

6.1 Library Activity Report # CEOACT: 23-007

23-062 Moved by: Ken Burden
Seconded by: Joan Christensen

That the Fort Erie Public Library Board adopts the Library Activity Report # CEOACT: 23-007, December 19, 2023.

Carried

A copy of Report #CEOACT: 23-007 was circulated to Board members for information. There was no business arising from the report.

7. NEW BUSINESS

7.1 Report CEO-23-006 Workplace Violence & Harassment Prevention Program

23-063 **Moved by: Barb Ruegg**
Seconded by: Ken Burden

That the Fort Erie Public Library adopt the Workplace Violence & Harassment Prevention Program document and accompanying forms as presented.

Carried

The CEO circulated the Workplace Violence & Harassment Prevention program and accompanying forms to board members at the November 21, 2023 meeting. Board members reviewed the documents and consensus was reached to adopt the program.

8. POLICY AND BY-LAWS

8.1 Report POL-23-178: Revised Policies

23-064 **Moved by: Barb Ruegg**
Seconded by: Ken Burden

That the Fort Erie Public Library approve the following policy revisions as presented.

- 2.1.6 Asset Protection
- 2.2.5 Planning Policy
- 2.2.6 Advocacy Policy Statement
- 2.3.1 CEO Performance Review
- 2.3.3 CEO Job Description

Carried

The Ad Hoc Committee to review the Board By-Laws and Governance Policies held meetings on November 9 and November 28, 2023. After reviewing Chapter 2: Board Governance the Committee recommended that the above-named policies be updated and/or revised. The

revised policies with recommendations noted were circulated to board members to review. Consensus was reached on approving five policies as presented and further that two policies presented (Budgeting/Executive Succession) require further revision and will be brought back to the Board for review and approval.

8.2 Report # POL-23-179: By-Law Amendments

23-065 **Moved by: Joan Christensen**
 Seconded by: Dianne Fleming

That the Fort Erie Public Library Board amend the following By-Laws as presented:

- 1.1.2 Appointments
- 1.1.6 Resignations
- 1.1.8 Vacancies
- 1.3.1 Location & Time of Meeting
- 1.3.2 Notification of Meetings
- 1.3.4 Delegations Wishing to Appear Before the Board
- 1.3.7 Open Meetings
- 1.3.8 Minutes
- 1.6.2 Indemnity
- 2,2,1 Payment of Accounts

Carried

A Notice of Motion was made at the November 21, 2023 Regular Meeting of the Board to Amend the above By-Laws. Recommended revisions and housekeeping corrections were reviewed, discussed, and agreed upon at the November 21, 2023 Regular Meeting of the Board. The amended By-Laws were circulated at the December Regular Meeting of the Board and resulting in full board approval.

8.3 Report #POL-23-180: Guideline for Filling the CEO Position

23-066 **Moved by: Ken Burden**
 Seconded by: Dianne Fleming

That the Fort Erie Public Library Board adopt the “Guideline for Filling the CEO Position” as presented.

Carried

In 1998 the Library Board engaged the Southern Ontario Library Services organization to assist them in filling the position of the CEO in 1998. The process used during that competition was documented and was included in the Board’s Policy / Procedure Document for reference.

Since that time, the Library Board has filled the position of the CEO twice. As SOLS no longer provided this service to libraries, the Fort Erie Public Library filled the position of CEO twice using outside resources when recruiting for the position of CEO.

The document provides guidelines for the Fort Erie Public Board for future reference. This document is not a policy, but rather a guideline. It will be incorporated into the Governance Model (Chapter 2) section for the Board's reference.

9. ENQUIRIES BY MEMBERS

- 9.1 Barb Ruegg indicated that a Tween Library patron shared their opinion that, based on previous years program offerings, they would like more programs offered for their age group during March Break. The CEO will arrange a meeting with the Children and Teen Librarian and tween patrons for input. This will be undertaken in the new year.

10. MEETINGS

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|------|------------------------------|---|
| 10.1 | Regular Meeting of the Board | Tuesday, January 16, 2024
4:30 p.m. Centennial Boardroom
Wednesday, January 31, 2024
6:30 p.m. Town of Fort Erie |
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11. CLOSED SESSION

- 23-067 **Moved by: Dianne Fleming**
 Seconded by: Joan Christensen

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 6:32 p.m. to discuss the following:

Human Resource Matters: Identifiable Individuals

Carried

- 23-068 **Moved by: Barb Ruegg**
 Seconded by: Ken Burden

That the Fort Erie Public Library Board does now rise and reconvene from Closed Session at 7:40 p.m. with report that staff proceed as directed.

Carried

12. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 7:42 p.m.

The undersigned have reviewed the Minutes of the December 19, 2023 Regular Board Meeting.

Original Signed By:
Larry Graber, Chair

Original Signed by:
Schelley Hiebert, CEO