



APPROVED

**REGULAR BOARD MEETING  
CENTENNIAL BRANCH BOARDROOM  
MINUTES  
November 21, 2023**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Maria Brigantino	
Ken Burden (from 4:52 pm)	
Joan Christensen	
Dianne Fleming	
Larry Graber, Chair	
Tricia-Lynn Pascia	
Barb Ruegg	
STAFF PRESENT	DELEGATIONS
Schelley Hiebert, CEO	

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**

**23-051      Moved by:    Barb Ruegg  
                 Secinded by: Tricia-Lynn Pascia**

That the Agenda of the November 21, 2023 Regular Board Meeting be approved as amended as the delegate withdrew their request to appear before the Library Board.

Carried

**2. DECLARATION OF CONFLICT OF INTEREST**

None.

**3. DELEGATIONS**

**3.1 Ashley Dunk**

Ms. Dunk withdrew her request to appear as a delegation.

**4. CONSENT AGENDA**

- 4.1 Approval of Minutes: Regular Board Meetings May 16; June 20, August 1, September 19, October 17 and Special Board Meeting of October 30**
- 4.2 Report # FIN-23-006: Confirmation of Accounts**
- 4.3 Report # CEO-23-004: Friends of the Library Minutes**

**23-052 Moved by: Joan Christensen  
Seconded by: Tricia-Lyn Pascia**

That Consent Agenda Items 4.1 – 4.3 of the November 21, 2023 Regular Board Meeting be approved as recommended.

Carried

**5. BUSINESS ARISING FROM PREVIOUS MEETING**

**5.1 Appointments to Board Committees**

**23-053 Moved by: Barb Ruegg  
Seconded by: Dianne Fleming**

That Barb Ruegg and Tricia-Lynn Pascia be appointed as Trust Fund Directors for the period of November, 2023 until Elections of Officers in January, 2025, and further that Schelley Hiebert, CEO of the Fort Erie Public Library be the staff representative for the Fort Erie Public Library Trust Fund Board of Directors.

That Larry Graber be appointed as the Library Board Liaison to the Friends of the Library for the period of November, 2023 until Elections of Officers in January, 2025.

That Dianne Fleming be appointed as Fort Erie Public Library Board representative on the Ontario Library Service Trustee Council for the period of November, 2023 until Election of Officers in January, 2025.

That the CEO Performance Review Committee of the Fort Erie Public Library Board be Larry Graber, Barb Ruegg and Maria Brigantino for the period of November, 2023 until Elections of Officers in January, 2025

Carried

## 6. ACTIVITY REPORT

### 6.1 Library Activity Report # CEOACT: 23-006

**23-054**      **Moved by: Maria Brigantino**  
**Seconded by: Barb Ruegg**

That the Fort Erie Public Library Board adopts the Library Activity Report # CEOACT: 23-006, November 21, 2023.

Carried

A copy of Report #CEOACT: 23-006 was circulated to Board members for information. There was no business arising from the report.

## 7. NEW BUSINESS

### 7.1 Notice of Motion

Board Member, Maria Brigantino, on behalf of the Ad-Hoc Policy Review Committee, gave the following Notice of Motion, to be considered at the December 19, 2023 Regular Board Meeting.

To Amend the Fort Erie Public Library Board's By-Law:

- 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

## 8. POLICY AND BY-LAWS

### 8.1 Report # POL-23-174: Workplace Harassment and Related Policies

**23-055**      **Moved by: Barb Ruegg**  
**Seconded by: Joan Christensen**

That the Fort Erie Public Library Board approve the Workplace Harassment & Discrimination Policy, the Workplace, Domestic and Sexual Violence Policy, Psychological Health & Safety – Mental Health Policy and Civil & Respectful Workplace Policy be approved as amended.

Deferred

The CEO reported that CUPE is committed to creating and supporting workplace environments that are welcoming and free from harassment and all types of bullying and intimidation. The CUPE Local 2220 has read and supports the implementation of Fort Erie Public Library Board Policy 23-174.

Discussion ensued with respect to the policies as presented. As there were a number of revisions that were recommended it was determined that the policies, as revised, be circulated to Board members with approval anticipated at the December meeting of the Board. Consensus from the Board is that numbering within the policy document should be included in the revisions as this is consistent with all existing policy documents.

### 8.2 Report POL-23-176: Housekeeping Revisions

**23-056**      **Moved by: Tricia-Lynn Pascia**  
**Seconded by: Dianne Fleming**

That the Fort Erie Public Library approve housekeeping corrections for the following policies, as presented.

2.1.2 Accessibility

2.2.7 Board Member's Code of Conduct

Carried

The Ad Hoc Policy Review Committee responsible for reviewing the Board By-Laws and Governance Policies brought forward Governance Model policies where the only changes required were very minor in nature (Housekeeping) having no impact on the policy statement. The Committee circulated the existing policies with recommended changes indicated in red.

**8.3 Report # POL-23-177: Rescind Policies**

**23-057 Moved by: Ken Burden  
Seconded by: Dianne Flemming**

That the Fort Erie Public Library Board rescind the following outdated policies as recommended:

- 3.1.5 Policy on French Language
- 3.1.6 Policy on Multilingual/Multicultural Library Services

Carried

The Ad Hoc Policy Review Committee brought forward a recommendation that the Policy Statement on French Language Library Services and the Policy Statement on Multilingual/Multicultural Library Services be rescinded as they are outdated. Rescinding these two Policy Statements has no effect on the Library's Collection Development Plan which outlines the development of all the library's collections.

**8.4 Report #POL-23-178: Revised Governance Policies**

Deferred to the December 19, 2023 Regular Meeting of the Board.

**9. ENQUIRIES BY MEMBERS**

**9.1 Dianne Fleming – Verbal Report on OLS Meeting November 16, 2023**

Board Member Dianne Flemming provided the Board Members with an overview of the meeting of the Ontario Library Service she attended via Zoom.

**10. MEETINGS**

10.1 Regular Meeting of the Board

Tuesday, December 19, 2023  
4:30 p.m. Centennial Boardroom

**11. CLOSED SESSION**

**23-058**      **Moved by: Joan Christensen**  
                 **Seconded by: Barb Ruegg**

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 5:34 p.m. to discuss the following:

Human Resource and Legal Matters

Carried

**23-059**      **Moved by: Joan Christensen**  
                 **Seconded by: Barb Ruegg**

That the Fort Erie Public Library Board does now rise and reconvene from Closed Session at 8:15 p.m. without report.

Carried

**12. ADJOURNMENT**

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 8:16 p.m.

The undersigned have reviewed the approved Minutes of the November 21, 2023 Regular Board Meeting.

*Original Signed by:*  
Larry Graber, Chair

*Original Signed by:*  
Schelley Hiebert, CEO