

**FORT ERIE PUBLIC LIBRARY
 REGULAR BOARD MEETING
 CENTENNIAL BRANCH MEETING ROOM
 MINUTES
 April 19, 2022**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Ken Burden	Nick Dubanow
Darlene Clavel	
Larry Graber	
Jerry McCutcheon	
Terry Moore	
Barb Ruegg	
STAFF PRESENT	GUESTS PRESENT
Craig Shufelt, CEO	
DELEGATES PRESENT	
AUDIENCE – NUMBER OF PEOPLE IN ATTENDANCE	
0	

The meeting was brought to order by the Chair at approximately 4:04 p.m. The Chair acknowledged that the land on which we gather is the traditional territory of the Haudenosaunee and Anishnaabe. 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

22-020 Moved by: Larry Graber
 Seconded by: Ken Burden

That the Agenda of the April 19, 2022 Regular Board Meeting be approved as presented.
 Carried

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. DELEGATIONS

None.

4. ELECTION OF OFFICERS

None.

5. CONSENT AGENDA

- 5.1 Approval of Minutes: Regular Board Meeting, February 15, 2022**
- 5.2 Report # FIN-22-004: Confirmation of Accounts**
- 5.3 Report # CEO-22-006: Circulation for March 2022**
- 5.4 Friends of the Library Minutes: February 2022**
- 5.5 Friends of the Library Minutes: March 2022**

22-021 Moved by: Larry Graber
Seconded by: Terry Moore

That Consent Agenda Items 5.1, 5.2, 5.3, 5.4 and 5.5 of the April 19, 2022 Regular Board Meeting be approved as recommended.

Carried

6. BUSINESS ARISING FROM PREVIOUS MEETING

None

7. ACTIVITY REPORT

7.1 Library Activity Report # CEOACT: 22-003

22-022 Moved by: Barb Ruegg
Seconded by: Darlene Clavel

That the Fort Erie Public Library Board adopts the Library Activity Report # CEOACT: 21-001, April 19, 2022.

Carried

A copy of Report #CEOACT: 22-003 was circulated to Board members for information. There was no business arising from the report.

8. NEW BUSINESS

8.1 Report # CEO-22-007: New position descriptions

22-023 Moved by: Ken Burden
 Seconded by: Terry Moore

That the Fort Erie Public Library Board approve the creation of the Administrative Assistant and Maintenance Assistant positions as presented.

Carried

The CEO presented two proposed job descriptions, one for an Administrative Assistant and another for a Maintenance Assistant. The Administrative Assistant position will be a non-union position while the Maintenance Assistant position will be a union position.

8.2 Report # CEO-22-008: Expanded library hours

22-024 Moved by: Larry Graber
 Seconded by: Darlene Clavel

Carried as amended

The CEO presented a report suggesting that the Fort Erie Public Library expand hours at all branches. This would include opening on Thursday mornings at the Centennial and Crystal Ridge branches, and expanding hours on each of the three service days at Stevensville. These changes will take effect on Monday, June 8, 2022.

9. POLICY AND BY-LAWS

None

The undersigned have reviewed the unapproved Minutes of the January 19, 2021 Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

Gerard McCutcheon, Chair

Craig Shufelt, CEO