Agenda Item 5.1 Regular Board Meeting of May 17, 2022 **UNAPPROVED**

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 | |
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| STAFF PRESENT | GUESTS PRESENT |
| Craig Shufelt, CEO | |
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| | |
| 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 Accounts5.3 Report # CEO-22-006: Circulation for March 2022

5.4 Friends of the Library Minutes: February 20225.5 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

10. ENQUIRIES BY MEMBERS

Darlene Clavel reminded the Board of the upcoming Friends of the Library trivia event, taking place virtually on Tuesday, April 26th. She also thanked Barb Ruegg for the fabric bookmarks that she has created for sale and indicated that many have already sold.

Terry Moore gave a verbal report about the recent Ontario Library Services Board Trustee meeting that he attended on behalf of the Board. He indicated that he would forward an email to the Board that provides a recap of the topics discussed at the meeting.

11. MEETINGS

11.1 Regular Meeting of the Board

Tuesday, May 17, 2022 4:00 p.m. Crystal Ridge Branch Meeting Room

12. CLOSED SESSION

Human Resource Matter: CEO Annual Performance Appraisal

CEO was excused from the Closed Session while the Board took under consideration the CEO Annual Performance Appraisal.

22-025 Moved by: Barb Ruegg

Seconded by: Ken Burden

That the Fort Erie Public Library Board does now enter into closed session at approximately 4:35 p.m. to discuss the following:

Human Resources Matter: CEO Annual Performance Appraisal

22-026 Moved by: Ken Burden

Seconded by: Terry Moore

That the Fort Erie Public Library Board does now rise and reconvene from closed session at 4:53 p.m. with a report. The Chair, as directed by the Board, will meet with the CEO with the approved outcome of the evaluation.

13. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 4:56 p.m.

April 19, 2002 Minutes of the Regular Board Meeting

| 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. | |
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| Gerard McCutcheon, Chair | Craig Shufelt, CEO |