

UNAPPROVED

**FORT ERIE PUBLIC LIBRARY  
REGULAR BOARD MEETING  
CENTENNIAL BRANCH MEETING ROOM  
MINUTES  
February 15, 2022**

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

The Board gathered at 4 p.m. to watch a webinar on the topic of Board legacy documents. The meeting began upon the conclusion of the webinar and a brief break.

The meeting was brought to order by the Chair at approximately 5:19 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**

22-004            Moved by:     Ken Burden  
                          Seconded by:  Nick Dubanow

That the Agenda of the February 15, 2022 Regular Board Meeting be approved as presented.

Carried

**2. DECLARATION OF CONFLICT OF INTEREST**

None.

**3. DELEGATIONS**

None.

**4. ELECTION OF OFFICERS**

The Secretary/Treasurer, Craig Shufelt, CEO, acting Chair conducted the Election of Officers of the Board. Mr. Shufelt opened the floor for nominations for the position of Chair of the Fort Erie Public Library Board for the Year 2021.

22-005 Moved by: Terry Moore

That Jerry McCutcheon be nominated for the position of Chair of the Fort Erie Public Library Board for the Year 2022.

Carried

There were no further nominations from the floor.

22-006 Moved by: Terry Moore  
Seconded by: Larry Graber

That nominations for the position of Chair of the Fort Erie Public Library Board for the Year 2022 be closed.

Carried

Jerry McCutcheon was declared by acclamation, the Chair of the Fort Erie Public Library Board for the Year 2022.

Mr. Shufelt opened the floor for nominations for the position of Vice Chair of the Fort Erie Public Library Board for the Year 2022.

22-007 Moved by: Jerry McCutcheon

That Terry Moore be nominated for the position of Vice Chair of the Fort Erie Public Library Board for the Year 2022.

Carried

There were no further nominations from the floor.

22-008 Moved by: Barb Ruegg  
Seconded by: Nick Dubanow

That nominations for the position of Vice Chair of the Fort Erie Public Library Board for the Year 2022 be closed.

Carried

Terry Moore was declared by acclamation, the Vice Chair of the Fort Erie Public Library Board for the Year 2022.

A call for Library Board representatives to be appointed Directors of the Fort Erie Public Library Trust Fund was made.

22-009 Moved by: Terry Moore  
Seconded by: Larry Graber

That Barb Ruegg and Ken Burden be appointed as Fort Erie Public Library Trust Fund Directors for the Year 2022.

Carried

The appointment of a professional staff member to the Board of Directors of the Trust Fund was made.

22-010 Moved by: Barb Ruegg  
Seconded by: Terry Moore

That Craig Shufelt, CEO of the Fort Erie Public Library continues to be the staff representative for the Fort Erie Public Library Trust Fund Board of Directors.

Carried

The appointment of three Board Members to the CEO Performance Appraisal Committee who served on the Board in the preceding calendar year, one of whom should be the Chair from the preceding year, was made.

22-011 Moved by: Barb Ruegg  
Seconded by: Larry Graber

That the CEO Performance Review Committee of the Fort Erie Public Library Board be Jerry McCutcheon, Ken Burden, and Terry Moore for the Year 2022.

Carried

A call for the Fort Erie Public Library Board to appoint a Board Liaison to the Friends of the Library was made. This appointee along with the CEO, Craig Shufelt, shall serve as an ex-officio member of the Friends Executive. The role of the Board Liaison is to keep the Friends of the Library informed on Library planning and policies.

22-012 Moved by: Barb Ruegg  
Seconded by: Terry Moore

That Darlene Clavel be appointed as the Library Board Liaison to the Friends of the Library for 2022.

Carried

A call for the Fort Erie Public Library Board to appoint a representative to the Ontario Library Service Trustee Council was made.

22-013 Moved by: Ken Burden  
Seconded by: Larry Graber

That the Fort Erie Public Library Board appoint Terry Moore as the Fort Erie Public Library Board representative on the OLS Trustee Council for the Year 2022.

Carried

Mr. Shufelt relinquished the Chair at this time and Jerry McCutcheon resumed the duties as the Chair of the Fort Erie Public Library Board.

**5. CONSENT AGENDA**

- 5.1 Approval of Minutes: Regular Board Meeting, January 18, 2022**
- 5.2 Report # FIN-21-002: Confirmation of Accounts**
- 5.3 Report # CEO-22-002: Circulation for January 2022**
- 5.4 Friends of the Library Minutes: January 2022**

22-014 Moved by: Larry Graber  
Seconded by: Terry Moore

That Consent Agenda Items 5.1, 5.2, 5.3, and 5.4 of the February 15, 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: 22-002**

22-015            Moved by:     Ken Burden  
                      Seconded by:  Larry Graber

That the Fort Erie Public Library Board adopts the Library Activity Report # CEOACT: 21-001, February 15, 2022.

Carried

A copy of Report #CEOACT: 21-001 was circulated to Board members for information. There was no business arising from the report.

**8. NEW BUSINESS**

**8.1 2022-2023 Capital Spending Plan: Report # FIN-22-003**

22-016            Moved by:     Nick Dubanow  
                      Seconded by:  Terry Moore

That the Fort Erie Public Library Board approve the 2021-2 Capital Spending Plan in the amount of \$356,000.00 as presented.

Carried

The CEO presented a report which outlined the Capital Spending Plan for 2022-2023 for consideration by the Library Board. The report contained a description, a rationale, a project completion date and cost for each item listed.

**8.2 2022 Staff Training Plan: Report #CEO-22-003**

22-017            Moved by:     Barb Ruegg  
                      Seconded by:  Terry Moore

Carried

The CEO presented a report outlining the plans for staff training for 2022, and informed the Board that the report had been created using both staff and administrative input.

**8.3 New and revised Positions: Report # CEO-22-004**

The CEO presented a report outlining two new positions that he would like to see created at the library, one for a part-time Administrative Assistant and the other for a part-time Maintenance Assistant. These positions would fit within the budget through the use of cost savings created by the retirement of the Business Administrator, a position that would not be filled. The Board agreed in principle with the creation of these positions, and a motion was put forward.

22-018 Moved by: Barb Ruegg  
Seconded by: Larry Graber

Carried

That the Fort Erie Public Library Board approves the creation of job descriptions for the positions of Administrative Assistant and Maintenance Assistant.

**8.4 2022 Goals and Objectives: Report # CEO-22-005**

22-019 Moved by: Ken Burden  
Seconded by: Nick Dubanow

Carried

That the Fort Erie Public Library Board accept the 2022-23 Goals & Objectives as presented.

The CEO presented a list of Goals & Objectives for the current year. He indicated that this list had been created from his input as well as that of other staff members, and that any goals set by the Board during their annual CEO performance appraisal could be added to the list.

**9. POLICY AND BY-LAWS**

None

**10. ENQUIRIES BY MEMBERS**

Nick Dubanow suggested the idea of providing Council with a letter outlining the Library Board's objectives over the next four years (new Council cycle).

