

**FORT ERIE PUBLIC LIBRARY
 REGULAR BOARD MEETING
 CENTENNIAL BRANCH BOARDROOM
 MINUTES
 February 21, 2023**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Ken Burden	
Nick Dubanow	
Larry Graber	
Gerard McCutcheon	
Terry Moore	
Barb Ruegg	
STAFF PRESENT	GUESTS PRESENTS
Craig Shufelt, CEO	
Ann Trudeau, Administrative Assistant	
DELEGATES PRESENT	GUESTS PRESENTS
AUDIENCE – NUMBER OF PEOPLE IN ATTENDANCE	GUESTS PRESENTS
0	

The meeting was brought to order by the Chair at approximately 4:02 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

23-005 Moved by: Ken Burden
Seconded by: Larry Graber

The Board was informed that a second community member, Stephanie Rouse, wished to appear as a delegation to the Board to speak about inappropriate Children's materials in the library collection. Ms. Rouse was added to the agenda as item 3.2, Stephanie Rouse – Children's Materials.

That the Agenda of the February 21, 2023 Regular Board Meeting be approved as amended.

Carried

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. DELEGATIONS

3.1 Stephanie Kelley - Library programming

As Ms Kelley was not in attendance for the meeting, the Board proceeded to the next delegation.

3.2 Stephanie Rouse – Children's Materials

Ms Rouse introduced herself to the Board and explained that she is a frequent library user with her young children. She explained that she was unhappy with several titles housed in the library's collection that she feels are inappropriate for kids and suggested that they should be removed. She spoke about four titles in particular but indicated that there are others in the collection as well.

At the conclusion of Ms Rouse's presentation, a motion was put forward.

23-006 Moved by: Ken Burden
 Seconded by: Nick Dubanow

That the delegation information from Stephanie Rouse be referred to staff and reported back to the Board at their next meeting.

Carried

4. ELECTION OF OFFICERS

The Election of Officers will be postponed until new Board members have been appointed.

5. CONSENT AGENDA

- 5.1 Approval of Minutes: **Regular Board Meeting, January 17, 2023**
- 5.2 Report # FIN-23-002: **Confirmation of Accounts**
- 5.3 Report # CEO-23-004: **Circulation for January 2023**

23-007 Moved by: Terry Moore
 Seconded by: Larry Graber

That Consent Agenda Items 4.1, 4.2 and 4.3 of the February 21, 2023 Regular Board Meeting be approved as recommended.

Carried

6. BUSINESS ARISING FROM PREVIOUS MEETING

None.

7. ACTIVITY REPORT

7.1 Library Activity Report # CEOACT-23-002

23-008 Moved by: Barb Ruegg
 Seconded by: Terry Moore

That the Fort Erie Public Library Board adopts the Library Activity Report

CEOACT: 23-002, February 21, 2023.

Carried

A copy of Report # CEOACT-23-002 was circulated to Board members for information. There was no business arising from the report.

8. NEW BUSINESS

8.1 Report # CEO-23-005: Stevensville Hours of Service

23-009 Moved by: Barb Ruegg
 Seconded by: Ken Burden

That the Fort Erie Public Library Board approve new hours of service at the Stevensville branch as follows:

Monday 9:30 a.m. – 2:00 p.m. (no change)

Wednesday 3:30 p.m. – 8:00 p.m. (currently 12:30 p.m. – 5:00 p.m.)

Thursday 3:30 p.m. – 8:00 p.m. (new hours)

Saturday 9:30 a.m. – 2:00 p.m. (no change)

These new hours will go into effect as of May 1, 2023.

Carried

The CEO discussed the current hours at the Stevensville location, where there are currently three days of service. Previous to the reduced hours caused by Covid restrictions, the branch was open five days per week. Hours are now being expanded to provide additional hours of service once again to members of the Stevensville community.

8.2 Report # CEO-23-006: Proposed GIC Investment

23-010 Moved by: Barb Ruegg
 Seconded by: Larry Graber

That the Fort Erie Public Library approve the transfer of \$45,000 from the Operating Reserve account to a one-year cashable GIC, and further that the Board approve a transfer of \$75,000 from the Reserve account to a one-year cashable GIC.

Carried

A brief discussion was held regarding the Operating Reserve and Capital Reserve accounts. The Board agreed that both should be utilized in order to gain interest that could be used for future projects.

9. POLICY AND BY-LAWS

9.1 Report # POL-23-001: Meal expense reimbursement policy

23-011 Moved by: Ken Burden
Seconded by: Terry Moore

That the Fort Erie Public Library approve the amended Meal Expense Reimbursement policy, 6.2.7, as attached.

Carried

A simplified meal reimbursement policy was presented and discussed. The new plan is based on the Town's per diem approach, rather than one of individual meal receipts.

9.2 Report # POL-23-002: Meeting Room policy

23-012 Moved by: Nick Dubanow
Seconded by: Terry Moore

That the Fort Erie Public Library approved the amended Meeting Room Policy, 7.3.5, as attached.

Carried

A revised Meeting Room policy that simplifies bookings, removes some outdated language, and ties into changes with Policy 4.4.2 was discussed.

9.3 Report # POL-23-003: Meeting Room & Equipment Rental Fees

23-013 Moved by: Larry Graber
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board approve the amended Meeting Room & Equipment Rental Fees policy, 4.4.2, as attached.

Carried

A revised policy that removes fees for all groups not profiting from use of the meeting rooms, and reducing fees for other groups, was discussed. The revised policy also removes some outdated and unnecessary language.

9.4 Report # POL-23-004: Equipment Rental policy

23-014 Moved by: Ken Burden
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board rescind 7.3.16, Equipment Rental policy.

Carried

The Equipment Rental policy was shared and discussed. As the library does not currently loan our equipment for rental, it was felt that the policy should be rescinded until such time as it may be necessary to reinstate.

10. ENQUIRIES BY MEMBERS

Board Chair Jerry McCutcheon informed his fellow Board members that he will be stepping down as Chair in January 2024.

11. MEETINGS

11.1 Regular Meeting of the Board Tuesday, April 18, 2023
4:00 p.m. Centennial Branch

12. CLOSED SESSION

None.

13. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 5:40 p.m.

The undersigned have reviewed the unapproved Minutes of the January 17, 2023 Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

Jerry McCutcheon, Chair

Craig Shufelt, CEO