



APPROVED

**REGULAR BOARD MEETING MINUTES
CENTENNIAL BRANCH BOARDROOM
January 16, 2024**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Maria Brigantino	Ken Burden
Joan Christensen	
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 4:40 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

**24-004 Moved by: Barb Ruegg
 Seconded by: Tricia-Lynn Pascia**

That the Agenda of the January 16, 2024 Regular Board Meeting be approved as presented.

Carried

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. DELEGATIONS

None.

4. CONSENT AGENDA

- 4.1 Approval of Minutes: Regular Board Meetings December 19, 2023,
Special Board Meeting January 4, 2024
- 4.2 Report # FIN-24:001 Confirmation of Accounts
- 4.3 Friends of the Library Minutes December 2023

**24-005 Moved by: Barb Ruegg
Seconded by: Maria Brigantino**

That Consent Agenda Items 4.1, 4.2 and 4.3 of the January 16, 2024 Regular Board Meeting be approved as recommended.

Carried

5. BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Report POL-24-001: Four Workplace Harassment Policies

**24-006 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 and Safety – Mental Health Policy and Civil & Respectful Workplace Policy as presented.

Carried

Copies of the four policies listed above were circulated to the Board Members for review in November 19, 2023. The recommendation was moved by Barb Ruegg and seconded by Joan Christensen. As there were a number of revisions that were recommended, the motion was

deferred to the January meeting in order that the final version of the policies be circulated to Board members for review and approval.

6. ACTIVITY REPORT

6.1 Library Activity Report # LIBRACT: 24-001

24-007 **Moved by: Barb Ruegg**
Seconded by: Tricia-Lynn Pascia

That the Fort Erie Public Library Board adopts the Library Activity Report # LIBRACT: 24-001, January 16, 2024.

Carried

A copy of Report #LIBRACT: 24-001 was circulated to Board members for information. There was no business arising from the report.

7. NEW BUSINESS

7.1 Report CEO-24-001 Workplace Violence & Harassment Prevention Program

24-008 **Moved by: Barb Ruegg**
Seconded by: Joan Christensen

That the Fort Erie Public Library amend the Workplace Violence & Harassment Prevention Program to include an additional statement regarding the communication of the outcome or results of the investigation to the parties.

Carried

The Fort Erie Public Library Board adopted the Workplace Violence & Harassment Prevention Program and accompanying forms at the December, 2023 meeting. The CEO brought forward an additional recommendation that the following statement be added to the document.

“The Fort Erie Public Library (FEPL) shall endeavor, within ten (10) workdays of completing or receiving the investigation report, to inform the complainant and respondent in writing of the results of the investigation and any corrective action taken or that will be taken by FEPL to address a substantiated violation of this policy. Such time frame may be extended in appropriate circumstances (i.e. availability of the individuals to meet, illness, absence from the workplace, etc.)”

8. POLICY AND BY-LAWS

8.1 Report POL-24-002: Revised Policies

**24-009 Moved by: Barb Ruegg
Seconded by: Tricia-Lynn Pascia**

That the Fort Erie Public Library approve the following policy revisions as presented.

- 2.1.3 Budgeting/Forecasting
- 2.1.8 Emergency Executive Succession

Carried

The Ad Hoc Committee to review the Board By-Laws and Governance Policies circulated two Board Governance policies. At the December Board meeting Board members made recommendations for revisions to the Budgeting/Forecasting and Emergency Executive Succession. The revised policies were circulated to the Board for their review and approval.

9. ENQUIRIES BY MEMBERS

None.

10. MEETINGS

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|------|-------------------------------|--|
| 10.1 | FEPL 2024 Budget Presentation | Wednesday, January 31, 2024
6:30 p.m. Town of Fort Erie |
| 10.2 | Regular Meeting of the Board | Tuesday, February 20, 2024
4:30 p.m. Centennial Boardroom |

11. CLOSED SESSION

**24-010 Moved by: Barb Ruegg
Seconded by: Joan Christensen**

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 4:50 p.m. to discuss the following:

Human Resource Matters: Identifiable Individuals

Carried

24-011 **Moved by: Joan Christensen**
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board does now rise and reconvene from Closed Session at 6:20 p.m. without report.

Carried

12. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 6:21 p.m.

The undersigned have reviewed the Minutes of the January 16, 2024 Regular Board Meeting.

Original Signed By:
Larry Graber, Chair

Original Signed By:
Schelley Hiebert, CEO