

**FORT ERIE PUBLIC LIBRARY
REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
October 17, 2023**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Maria Brigantino	
Ken Burden	
Joan Christensen	
Dianne Fleming	
Larry Graber, Chair	
Tricia-Lynn Pascia	
Barb Ruegg	
STAFF PRESENT	DELEGATIONS
Schelley Hiebert, CEO	0

The meeting was brought to order by the Chair at approximately 4:31 p.m.

1. APPROVAL OF AGENDA

1.1 Approval of Agenda

**23-040 Moved by: Barb Ruegg
 Seconded by: Maria Brigantino**

That the Agenda of the October 17, 2023 Regular Board Meeting be approved as amended to include Friends of the Library Minutes of May 9, 2023.

Carried

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. DELEGATIONS

None.

4. CONSENT AGENDA

- 4.1 Approval of Minutes: Regular Board Meeting, June 20, 2023 & September 19, 2023 (Deferred)
- 4.2 Report # FIN-23-005: Confirmation of Accounts
- 4.3 Report #CEO-23-001 LINC Circulation Report
- 4.4 Report #CEO-23-002 Friends of the Library Minutes May 9 and Sept. 12, 2023

23-041 Moved by: Ken Burden
Seconded by: Barb Ruegg

That Consent Agenda Items 4.1 – 4.4 of the October 17, 2023 Regular Board Meeting be approved as presented.

Carried

5. BUSINESS ARISING FROM PREVIOUS MEETING

None.

6. ACTIVITY REPORT

6.1 Library Activity Report # CEOACT-23-006

23-042 Moved by: Ken Burden
Seconded by: Joan Christensen

That the Fort Erie Public Library Board adopts the Library Activity Report #CEO-23-006, October 17, 2023.

Carried

Business Arising:

Discussion ensued with respect to the CEO's report on the issues associated with disruptive young patrons in the library, particularly after school hours. The CEO is working with the local Community Policing to address the issue. The topic of interior cameras being placed in "blind spots" at the Centennial Branch was raised. The CEO will bring back a report regarding the practice of other local libraries and feedback from members of the Library's Operational Team.

7. NEW BUSINESS

7.1 Board Appointments to Committees

The Chair of the Board reported that a number of Board Committees need to be appointed at the next meeting of the Board. A brief outline of the terms of reference for each of these committees will be circulated to Board members before the November meeting for information.

7.2 Public Access to Board By-Laws and Governance Policies

The Board took under consideration a request from a member of the public for access to the Library Board's By-Laws and Governance Policies. The Board Chair reported that following the resignation of the former CEO, the Library Board determined that some of the Board By-laws and Governance Policies had not been updated in some time. These policies are presently under review by the newly hired CEO. It was suggested that the Board form an Ad Hoc committee to work with Management to expedite the review and bring forward any revisions needed when the review is completed.

8. POLICY AND BY-LAWS

8.1 Health and Safety Policies

The CEO circulated four updated and/or new policies for the Board's information. Board members were requested to review the policies as they will be brought forward to the November meeting of the Board for review and approval.

The policies circulated for review:

- Workplace Harassment & Discrimination
- Workplace, Domestic & Sexual Violence
- Psychological Health & Safety – Mental Health
- Civil & Respectful Workplace

8.2 New Policies

The CEO reported a new policy on Vulnerable Sector Checks and a new policy for Local Artist Gallery will be drafted and brought forward for Board approval in the near future.

9. ENQUIRIES BY MEMBERS

None.

10. MEETINGS

10.1	Regular Meeting of the Board	Tuesday, November 21, 2023 4:30 p.m. Centennial Boardroom
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11. CLOSED SESSION

23-043 **Moved by: Barb Ruegg**
 Seconded by: Maria Brigantino

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 6:45 p.m. to discuss the following:

- Human Resource Matter: Identifiable Individuals

Carried

23-044 **Moved by: Barb Ruegg**
 Seconded by: Joan Christensen

That the Fort Erie Public Library Board does now rise and reconvene from Closed Session at 7:45 p.m. without report.

Carried

12. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 7:46 p.m.

The undersigned have reviewed the unapproved Minutes of the October 17, 2023 Regular Board Meeting.

Larry Graber, Chair

Schelley Hiebert, CEO