

FORT ERIE PUBLIC LIBRARY  
SPECIAL BOARD MEETING  
OCTOBER 30, 2023 at 4:30 P.M.  
MINUTES

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	

The meeting was brought to order by the Chair at approximately 4:55 p.m.

**1. APPROVAL OF AGENDA**

**1.1 Approval of Agenda**

**23-045**      **Moved by: Joan Christensen**  
                 **Seconded by: Ken Burden**

That the Agenda of the October 30, 2023 Special Board Meeting be approved as presented.

Carried

**2. DECLARATION OF CONFLICT OF INTEREST**

None.

**3. DELEGATIONS**

None.

#### 4. CONSENT AGENDA

None.

#### 5. NEW BUSINESS

##### 5.1 Appointment of Ad Hoc Committees

**23-046**      **Moved by: Barb Ruegg**  
**Seconded by: Maria Brigantino**

That Larry Graber, Ken Burden, and Tricia-Lynn Pascia be appointed to the 2024 Ad Hoc Budget Committee.

Carried

**23-047**      **Moved by: Joan Christensen**  
**Seconded by: Dianne Fleming**

That Maria Brigantino, Barb Ruegg, and Ken Burden be appointed to the Ad Hoc Committee to review the Board By-Laws and Governance Policies.

Carried

The Chair reported that the Library Board needs to establish two Ad Hoc Committees, the 2024 Budget Committee and Board By-Laws and Governance Policies Review. The Chair emphasized the need to establish these working groups as soon as possible. The consensus of the Board was that, in the interest of time, these committees be established at this Special Board Meeting.

##### 5.2 Board Minutes

**23-048**      **Moved by Dianne Fleming**  
**Seconded by: Joan Christensen**

That Maria Brigantino be appointed as Recording Secretary for the Fort Erie Public Library Board.

Carried

The Chair spoke to the need for the Board to finalize and approve all the Minutes that have not yet been reviewed and approved by the Board following the resignation of the former CEO, and the resignation of the former Chair of the Board. Discussion ensued with respect to formalizing the Minutes relating to that transitional period of time, with a view of presenting all the Minutes for approval at the November Meeting of the Board. Barb Ruegg will prepare the formal minutes for the meetings that took place during the summer months.

Discussion ensued with respect to appointing a recording secretary who will be responsible for recording and preparing draft minutes for the Board’s approval.

**5.3 Meeting with Friends of the Library**

The Friends of the Library have requested a meeting with representatives of the Fort Erie Public Library Board. The purpose of the meeting is to discuss the status of donations made to date from the Friends. The Friends will be represented by Susan Jacobs, Ann McLaughlin and Deb Sherk. Larry Graber, Joan Christensen and Schelley Hiebert will attend on behalf of the Library Board. The meeting is scheduled for November 2, 2023 at 9:30 a.m. at the Centennial Boardroom.

**5.4 Memorandum of Agreement: Friends of the Library**

The matter of the Memorandum of Agreement with the Friends of the Library was discussed. It was agreed that there is a need to renew and update this agreement as it had not been done since November, 2020. The Library Board Chair will communicate with the Friends executive regarding the need to work together on updating the Memorandum of Agreement.

**5.5 Mayor’s Forum on Diversity and Inclusion**

The Mayor’s Forum on Diversity and Inclusion will take place on Friday, November 10, 2023 from 8:30 a.m. – 2:00 p.m. at the Leisureplex. The Chair extended an invitation to all Board members to attend this community event. Larry Graber, Dianne Fleming, Schelley Hiebert and possibly one staff member will attend.

**5.6 OLS Meeting**

The next meeting of OLS is scheduled on November 16, 2023 from 4:00 p.m. – 6:00 p.m. Via Zoom. The CEO will arrange to set up the Zoom meeting at the Centennial Branch. Dianne Fleming will attend this meeting as representative of the Fort Erie Public Library Board.

**6. MEETINGS**

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|-----|---|---|
| 6.1 | Meeting with the Friends of the Library | Thursday, November 2, 2023<br>9:30 a.m. Centennial Branch Boardroom |
| 6.2 | OLS Zoom Meeting                        | Thursday, November 16, 2023   |

4:00 p.m. – 6:00 p.m.  
Centennial Branch

6.3 Regular Meeting of the Board

Tuesday, November 21, 2023  
4:30 p.m. Centennial Boardroom

**7. CLOSED SESSION**

**23-049 Moved by: Ken Burden  
Seconded by: Tricia-Lynn Pascia**

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 6:23 p.m. to discuss the following:

Legal Matter: Identifiable Individuals

Carried

**23-050 Moved by: Joan Christensen  
Seconded by: Dianne Fleming**

That the Fort Erie Public Library Board does now rise and reconvene from Closed Session at 7:57 p.m. with report that the CEO proceed as directed.

Carried

**12. ADJOURNMENT**

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 8:15 p.m.

The undersigned have reviewed the unapproved Minutes of the October 30, 2023, 2023 Special Board Meeting.

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Larry Graber, Chair

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Schelley Hiebert, CEO