



APPROVED

**BOARD MEETING  
CENTENNIAL BRANCH BOARDROOM  
MINUTES  
October 15, 2024**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Ken Burden	Andrew Caird
Joan Christensen	
Larry Graber, Chair	
Samantha Mclean	
Tricia-Lynn Pascia	
Barb Ruegg	
Stan Sauer	
STAFF PRESENT	DELEGATIONS
Maria Brigantino, Acting CEO	

**1. CALL TO ORDER**

The meeting was brought to order by the Chair at approximately 4:29 p.m.

**2. LAND ACKNOWLEDGEMENT**

The Chair provided a land acknowledgement to open the meeting.

**3. APPROVAL OF AGENDA**

**3.1 Approval of Agenda**

**24-086**      **Moved by: Ken Burden**  
**Seconded by: Tricia-Lynn Pascia**

That the Agenda of the October 15, 2024, Board Meeting be approved as presented.

Carried

**4. DECLARATION OF CONFLICT OF INTEREST**

None.

**5. DELEGATIONS**

None.

**6. CONSENT AGENDA**

- 6.1 Approval of Minutes: Regular Board Meeting September 17;  
Special Board Meeting, September 27, 2024
- 6.2 Report #24-038: Confirmation of Accounts
- 6.3 Friends of the Library: Minutes of Executive Meeting October 1, 2024

24-087 Moved by: Stan Sauer  
Seconded by: Joan Christensen

That the Consent Agenda items 6.1; 6.2 and 6.3 of the October 15, 2024, Regular Board Meeting be approved as recommended.

Carried

**7. BUSINESS ARISING**

None.

**8. BOARD COMMUNICATIONS**

8.1 Report # 24-041: Internal Board Communication

24-088 Moved by: Barb Ruegg  
Seconded by: Sam Maclean

That the Fort Erie Public Library Board adopts the Board Communication Library Activity Report # 24-041.

Carried

A copy of the Board Communication Library Activity report was circulated to Board Members for information. The Acting CEO reported that the 2025 Budget is scheduled at the Council-in-Budget Committee on Wednesday, January 29, 2025.

## 9. NEW BUSINESS

### 9.1 Report # 24-039: Library Closure for Training Days - 2025

**24-089**      **Moved by: Ken Burden**  
**Seconded by: Sam Mclean**

That the Fort Erie Public Library Board approves the closure of all branches on three Fridays in 2025 for the purpose of delivering full day staff training.

Carried

In May 2024 the Library Board approved the closure of all branches on two Fridays in 2024 for the purpose of delivering full day staff training. Due to the fall scheduling of programs, the library was unable to schedule the second closure this calendar year but will look to January 2025. In looking ahead to 2025, the Acting CEO put forth a recommendation that the Library Board approve the closure of all branches on three Fridays in 2025 for the purpose of delivering full staff training days.

## 10. POLICY & BYLAWS

### 10.1 Report #24-040: Policy Flag Raising Protocol

**24-090**      **Moved by: Joan Christensen**  
**Seconded by: Tricia-Lynn Pascia**

That the Fort Erie Public Library Board approve the Policy on Flag Raising as presented.

Carried

The Acting CEO circulated an updated Flag Raising Policy for the Board's consideration. The update was made to include the National Day of Truth & Reconciliation – September 30<sup>th</sup>.

**11. INQUIRIES BY MEMBERS**

None.

**12. MEETINGS**

**12.1 Regular Meeting of the Board**

Tuesday, November 19, 2024  
4:30 p.m. Centennial Branch

**13. CLOSED SESSION**

**24-091 Moved by: Tricia-Lynn Pascia  
Seconded by: Barb Ruegg**

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 4:42 p.m. to discuss the following:

Human Resources Matters: Chief Executive Officer Recruitment  
Matters Regarding Identifiable Individuals

Carried

**24-092 Moved by: Ken Burden  
Seconded by: Sam Mclean**

That the Fort Erie Public Library Board does now rise and reconvene from Closed Session at 6:13 p.m. with report, that the Library Board authorized the staff to deal with the confidential matters as directed by the Library Board in closed session.

Carried

**RESOLUTIONS:**

**24-093 Moved by: Joan Christensen  
Seconded by: Barb Ruegg**

Be it resolved that the Fort Erie Public Library Board endorses and ratifies all the terms and conditions of the contract dated October 4, 2024 as negotiated between the Fort Erie Public Library Board Selection Committee and Jen Kendall.

Carried

**24-094**      **Moved by: Stan Sauer**  
**Seconded by: Barb Ruegg**

Whereas as a result of a vacancy at the position of the Chief Executive Officer of the Fort Erie Public Library Board, the Board conducted extensive advertising of this vacancy,

And whereas the Fort Erie Public Library and its Selection Committee interviewed several of the applicants and after careful consideration of all the applications,

And whereas the Fort Erie Public Library Board after due deliberation has concluded that the successful applicant is Jen Kendall,

Now therefore be it resolved that Jen Kendall be appointed Chief Executive Officer effective November 11, 2024 and subject to all the terms and conditions of the contract as negotiated.

Carried

**14. ADJOURNMENT**

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 6:16 p.m.

The undersigned have reviewed the Minutes of the October 15, 2024 Regular Board Meeting.

*Original Signed by:*

\_\_\_\_\_  
Larry Graber, Chair

\_\_\_\_\_  
Maria Brigantino, Acting CEO