



APPROVED

**BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
June 18, 2024**

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

1. CALL TO ORDER

The meeting was brought to order by the Chair at approximately 4:30 p.m.

2. LAND ACKNOWLEDGEMENT

The Chair provided a land acknowledgement to open the meeting.

3. APPROVAL OF AGENDA

3.1 Approval of Agenda

24-052 **Moved by: Barb Ruegg**
 Seconded by: Joan Christensen

That the Agenda of the June 18, 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 May 21, 2024
- 6.2 Report #24-022: Confirmation of Accounts: May 2024
- 6.3 Friends of the Library: Minutes of June 4, 2024

24-053 Moved by: Ken Burden
Seconded by: Stan Sauer

That the Consent Agenda items 6.1; 6.2 and 6.3 of the June 18, 2024, Regular Board Meeting be approved as recommended.

Carried

7. BUSINESS ARISING

None.

8. BOARD COMMUNICATIONS

- 8.1 Report # 24-023: Internal Board Communication

24-054 Moved by: Samantha Mclean
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board adopts the Board Communication Library Activity Report # 24-023, June 18, 2024.

Carried

A copy of the Board Communication Library Activity report was circulated to Board Members for information. The Acting CEO highlighted the following:

- Adult Programs in May: Combined Program attendance for 8 programs was 94 attendees.
- Children and Teen Programming in May: Combined program attendance for 26 programs in May 313.
- Ten Class Visits served 251 students.

9. NEW BUSINESS

9.1 Report # 24-024: Reciprocal Service Agreement

24-055 **Moved by: Stan Sauer**
 Seconded by: Joan Christensen

That the Fort Erie Public Library Board and the St. Catharines Public Library Board agree to honour the borrower cards of both St. Catharines Public Library and the Fort Erie Public Library customers and grant these customers membership in their reciprocal library effective 2024.

DEFERRED

Correspondence was received from the Manager, Customer Service of the St. Catharines Public Library announcing that the St. Catharine's Public Library Board approved reciprocal borrowing open to all Niagara Libraries who wish to sign a reciprocal borrowing agreement with their library. Discussion ensued with respect to whether or not the Fort Erie Public Library would enter into this agreement. The Board Members were hesitant to approve this agreement without further discussion with other Niagara Libraries. The Acting CEO reported she would be meeting with the CEO's of LINC and will raise the topic at that meeting. The matter was deferred until September.

9.2 Report # 24-025: Friends of the Library Donations (For Information Only)

The Acting CEO circulated an information report to update Board Members on agreements and understandings reached between the Friends of the Library and the Fort Erie Public Library. The Memorandum of Understanding was signed by all parties. Decisions were made with respect to the portable kitchen and the children's play area equipment located at the Crystal Branch, both of which were donated by the Friends. As the Department of Health will not approve the use of the portable kitchen for library programs and the Crystal Ridge Library needs more space for collections, it was agreed that those donations would either be sold or donated.

The Friends of the Library graciously donated an additional \$1500.00 to purchase Playaway Launchpads. This donation will make the total contribution towards these Launchpads \$3,000.00.

9.3 Report # 24-026: Building Reserve Fund Expenditures

24-056 **Moved by: Ken Burden**
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board approve the replacement of interlocking brick at the Centennial Library Branch on the Gilmore Roadside of the building with concrete contracted to I & I Excavating Inc. estimated cost \$9,570.00 plus HST

And further, that the Fort Erie Public Library contract with Canadian Door Doctor to repair the hinges on the outermost doors at the Crystal Ridge Branch, estimated cost \$1,450 plus HST

And further, that these expenditures be paid for from the Library's Building Reserve Fund.

Carried

At the May meeting of the Board, it was reported that the interlocking brick at the Centennial Library Branch has raised and has become a dangerous trip hazard. Management gathered pricing for a few different options to replace/repair the existing interlocking brick. It was recommended that the walkway be replaced with concrete as the most cost effective and practical solution.

Management reported that the aluminum hinges on the outer most front doors at the Crystal Ridge Branch needed to be replaced. The hinges are damaged and they are losing strength, causing the doors to not lock properly.

9.4 Report # 24-027: 2023 Audited Financial Statements

Copies of the final approved 2023 Audited Financial Statements as prepared by Grant Thornton Chartered Accountants were distributed to Board Members for their information.

9.5 Report # 24-028: Systems Administrator Revised Job Title

**24-057 Moved by: Stan Sauer
Seconded by: Samantha Mclean**

That the Fort Erie Public Library Board approve the revised job title for the Systems Administrator to Manager of Information Technology and Systems.

Carried

The Acting CEO recommended that the job title "System Administrator" be changed to Manager of Information Technology and Systems. This title is more inline with similar positions at other libraries in the region. The St. Catharines Public Library, the Welland Public Library and the Lincoln/Pelham public libraries all have Managers of Information Technology in the job titles for the role of the "System Administrator". This recommendation is solely for a change to the job title. The job description will not change.

10. POLICY & BYLAWS

10.1 Housekeeping

The Acting CEO circulated four operational policies for the Board's review and approval.

**24-058 Moved by: Joan Christensen
Seconded by: Barb Ruegg**

That the Fort Erie Public Library Board approve the Housekeeping Policy as presented.

Carried

10.2 Honouring Retirees Policy

**24-059 Moved by: Ken Burden
Seconded by: Samantha Mclean**

That the Fort Erie Public Library Board approve the Honouring Retirees Policy as presented.

DEFERRED

Questions were raised with respect to the chart outlining the years of services and the monetary recognition amounts. The Acting CEO will revisit this over the summer and bring the policy back to the Board in September for their consideration.

10.3 Weather Related Library Closure Policy

24-060 Moved by: Barb Ruegg
Seconded by: Joan Christensen

That the Fort Erie Public Library Board approve the Weather-Related Library Closure Policy as amended.

Carried

The policy was amended to move item #8 "Decisions regarding facility closures, program cancellations or reduced services will be made by the CEO, communicated to the Board and staff will be notified as soon as possible." To Item # 2 under Procedure.

10.4 Business Cards Policy

24-061 Moved by: Joan Christensen
Seconded by: Stan Sauer

That the Fort Erie Public Library Board approve the Business Cards Policy as presented.

Carried

11. INQUIRIES BY MEMBERS

Joan Christensen reported several initiatives that are being planned in the community by the Friends of the Library. The Acting CEO advised that all the information will be included in the Library's newsletter and the Friends Website.

12. MEETINGS

12.1 Regular Meeting of the Board

Tuesday, September 17, 2024
4:30 p.m. Centennial Branch

13. CLOSED SESSION

24-062 **Moved by: Sam Mclean**
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board does now enter into Closed Session at approximately 5:40 p.m. to discuss the following:

Human Resources Matters: Chief Executive Officer Recruitment

Carried

24-063 **Moved by: Ken Burden**
Seconded by: Stan Sauer

That the Fort Erie Public Library Board does now rise and reconvene from Closed Session at 6:00 p.m. without report.

Carried

14. ADJOURMENT


As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 6:02 p.m.

The undersigned have reviewed the Minutes of the June 18, 2024 Regular Board Meeting.

Original Signed by:



Larry Graber, Chair



Maria Brigantino, Acting CEO

