



APPROVED

**BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
November 19, 2024**

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

1. CALL TO ORDER

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

2. LAND ACKNOWLEDGEMENT

The Chair provided a land acknowledgement to open the meeting.

3. APPROVAL OF AGENDA

3.1 Approval of Agenda

24-095 **Moved by:** Tricia-Lynn
 Seconded by: Ken Burden

That the Agenda of the November 19, 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 October 15, 2024
- 6.2 Report #24-043: Confirmation of Accounts
- 6.3 Friends of the Library: Minutes of Executive Meeting November 5, 2024
Minutes of General Meeting November 12, 2024

24-096 Moved by: Stan Sauer
 Seconded by: Joan Christensen

That the Consent Agenda items 6.1; 6.2 and 6.3 of the November 19, 2024, Regular Board Meeting be approved as recommended.

Carried

7. BUSINESS ARISING

None.

8. BOARD COMMUNICATIONS

8.1 Report # 24-044: Internal Board Communication

24-097 Moved by: Tricia-Lynn Pascia
 Seconded by: Barb Ruegg

That the Fort Erie Public Library Board adopts the Board Communication Library Activity Report # 24-044.

Carried

A copy of the Board Communication Library Activity report was circulated to Board Members for information. There was no business arising from the report.

9. NEW BUSINESS

9.1 Report # 24-045: Building Reserve Expenditures

24-098 Moved by: Joan Christensen
Seconded by: Samantha Mclean

That the Fort Erie Public Library Board receives the Building Reserve Expenditures Report # 24-045 for information purposes.

Carried

An information report was circulated to the Board that provided an update on recent emergency repairs and unexpected building maintenance projects during the past month. Additional information provided at the meeting related to the repairs to the awning at the Centennial Branch that will be arranged as soon as possible.

9.2 Report # 24-046: Business Administrator Job Description

24-099 Moved by: Ken Burden
Seconded by: Barb Ruegg

That the Fort Erie Public Library Board approves of the revised job description for the Business Administrator as presented.

Carried

The CEO reviewed the existing job description for the Business Administrator and made recommended updates to the educational requirement for the position. The revised job description was circulated to the Board and was approved unanimously.

10. POLICY & BYLAWS

None.

11. INQUIRIES BY MEMBERS

None.

12. MEETINGS

- 12.1 Special Meeting of the Board Tuesday, December 3, 2024
4:30 p.m. Centennial Branch
- 12.2 Regular Meeting of the Board To Be Determined

13. CLOSED SESSION

- 24-100 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 Resources Matters: Matters Regarding Identifiable Individuals

Carried

- 24-101 Moved by: Stan Sauer
 Seconded by: Tricia-Lynn Pascia

That the Fort Erie Public Library Board does now rise and reconvene from Closed Session at 6:01 p.m. with report for staff to proceed as directed.

Carried

14. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 6:08 p.m.

The undersigned have reviewed the Minutes of the November 19, 2024 Regular Board Meeting.

Original Signed by:



 Larry Graber, Chair



 Jen Kendall, CEO