



Board Meeting

Wed Apr 16, 2025 7:00 PM - 9:00 PM EDT

Last motion 25-10

1.Call to Order & Introductions

D. Novak

A regular meeting of the Niagara-on-the-Lake Public Library Board was called to order at 6:57 pm.

Present: Ilze Andzans, Benoit Beausoleil, Susan Elliott, Robin Foster, Heloisa Varesio, Daryl Novak (Co-chair), Wayne Scott (Co-chair), Adriana Vizzari (Town Council Representative)

Staff: Sarah Bowers (Technical Services Coordinator), Debbie Krause (Community Engagement Coordinator, Sharon McDonald (Children's LSA), Laura Tait (CEO)

Regrets: Katie Desharnais

2.Approval of Agenda

MOTION 25-11: Moved by W. Scott that the agenda be approved. **CARRIED**

3.Declaration of Conflict of Interest

None

4. Delegations

None

5.February 18th, 2025, Board Meeting Draft Minutes

MOTION 25-12: Moved by I. Andzans that February 18th, 2025 board meeting minutes be approved. **CARRIED**

6.Operational Updates

6.1.Staff Report

L. Tait reported on past library events including March Break, Trivia Night, the BCM Insurance Community Event Grant, the Ontario Power Generation Grant, the State of the Region luncheon, library volunteer Carter Simpson's success at the Special Olympics Winter Games in Italy, and the library's new Meeting Pod installation sponsored by the Wise Guys Charity Fund. She also noted upcoming library events including Wine & Words

with Linwood Barclay, and mini-concert and book launch with local musician, Steve Goldberger.

ACTION: Contact Niagara on the Lake Hydro to discuss the possibility of an online payment instructional program hosted at the library.

6.2. Media Coverage Report

L. Tait reported increased media coverage from both local papers, with features on March Break activities, the CEO appointment, Wine & Words, Learn & Live session, other library programs, and Robin Foster's op-ed. She also noted that the paid newspaper ad had little impact on ticket sales, while Facebook advertising proved significantly more effective, suggesting future promotional funds are better directed there.

The board is thrilled to see the level of coverage in the media.

6.3. Q1 Statistics Report

L. Tait presented the first-quarter statistics, noting that while most areas continue to trend upward, the pace of growth has slowed compared to the previous year. A notable highlight was the increased use of the St. Davids lockers.

The board noted that the updated Statistics Dashboard and analysis of statistics is very helpful.

ACTION: Explore reporting options based on users' home addresses to better understand the geographic distribution of active library members.

6.4. Operational Plan 1st Quarter Update

L. Tait presented the first-quarter update, noting that all priorities remain on track. The primary focus during this period was on the rebranding and website redevelopment projects.

The board is happy with the presentation and format of the Operational Plan.

6.5. Correspondence

None

7. Board Education: Children's Literacy Initiatives

S. McDonald provided a comprehensive overview of the library's ongoing initiatives to support children's literacy.

ACTION: QR codes on posters in the Children's Section linking to our Novellist Kids resource.

ACTION: Niagara Youth Collective: connect with the Youth Collective to discuss partnerships moving forward.

ACTION: Future board education topics - look back and see if there are gaps. Updates on repeating subjects are appreciated.

8. Business Arising

Town will be taking care of the library garden maintenance. First quarter off to great start. Fundraising goal has already been surpassed for the year. Many grant applications have been approved.

8.1.Finance Committee

The Board thanked Council for approving the Library's 2025 budget request. The Town has also confirmed it will assume responsibility for maintaining the Library garden. The first quarter is off to a strong start - our annual fundraising goal has already been surpassed, and several grant applications have been approved.

MOTION 25-13: Moved by W. Scott to approve the 2025 Operational Budget as presented. **CARRIED**

8.2.Social & Economic Impacts On Planning

- Tariffs
- Green Initiatives
- Buy Canadian
- Strong Mayor Powers

L. Tait provided an update on current federal and provincial political developments that may impact library operations. She noted that potential changes to tariffs could result in increased book prices, which will continue to be monitored.

She also noted an upcoming meeting with the Town's new Climate Change Coordinator. Note to support small Canadian publishers.

ACTION: Determine if the Town has an existing purchasing policy and whether it has implications on library purchasing.

ACTION: Share OLS Strong Mayor Powers webinar link with the Board.

8.3.Advocacy & Fundraising Committee

R. Foster presented an update on the Advocacy & Fundraising Committee's April meeting.

D. Krause discussed the plans for the Ultimate Summer Kickoff event on June 7th. R.

Foster introduced plans for a dedicated tear-out section in The Lake Report newspaper highlighting the library's history.

ACTION: Board members are asked to support the newspaper tear-out initiative by contributing articles for the publication.

8.4.Governance Committee

W. Scott presented an update on the Governance Committee's March 25th meeting.

Updates have been made to Policy formatting including an improved Microsoft Word

template for edits and the separation of Policies and Procedures. W. Scott also highlighted the year to date accomplishments of the Governance Committee, and a projection of the work to be completed by end of year. The following updated policies are scheduled to be presented at the May board meeting: Policy GOV-05, Policy GOV-08. D. Novak suggested adjusting the *Approval Date* header to *Last Review Update*.

MOTION 25-14: Moved by A. Vizzari to approve new policy formatting and simplified language as suggested. **CARRIED**

MOTION 25-15 : Moved by W. Scott to approve GOV-02 policy as presented, including a header adjustment. **CARRIED**

MOTION 25-16 : Moved by W. Scott to approve GOV-06 policy as presented with a header adjustment and title correction. **CARRIED**

8.5. Strategic Planning Update

W. Scott provided an update on the strategic planning working group and highlighted the success of the recent board visioning workshop and presented the proposed new vision statement for board approval. Proposed dates for upcoming Strategic Plan to be communicated to board once Committee meets next.

ACTION: One additional board member is invited to join strategic planning working group for their upcoming meeting.

MOTION 25-17 : Moved by W. Scott to approve policy FN-02 as presented. **CARRIED**

8.6. Board & CEO Planning Evaluation Cycle

D. Novak moved CEO Evaluation item to the In-Camera session.

W. Scott reported on the board feedback form.

ACTION: Deferred final decision making regarding the Board meeting feedback form to the May Board meeting.

9. Community Engagement & Inquiries

10. Other Business

10.1. Board Training Opportunities - Niagara Region

L. Tait invited input on potential regional board training opportunities and asked members to share topics of interest.

11. In Camera

MOTION 25-18: Moved by B. Beausoleil that the library board move in to in camera session to consider matters that qualify under the Public Libraries Act 1990: Section 16.1.4.b personal matters about an identifiable individual. **CARRIED**

MOTION 25-19: Moved by B. Beausoleil that the library board rise from in camera session with no report. **CARRIED**

12.Meeting Termination

MOTION 25-20 : Moved by B. Beausoleil that the meeting be terminated at 9:04 pm.
CARRIED

