



Niagara-on-the-Lake Public Library Board Meeting

Wed Dec 10, 2025 5:30 PM - 7:30 PM EST

**Last Motion 25-44**

**1. Call to order & introductions**

A regular meeting of the Niagara-on-the-Lake Public Library Board was called to order at 5:31pm by D. Novak.

Present: Benoit Beausoleil (remote), Susan Elliott, Robin Foster, Maria Mavridis (Town Council Representative), Daryl Novak (Co-Chair), Wayne Scott (Co-Chair), Heloisa Varesio, Katie Wiens

Staff: Angela Goertz (Administrative Assistant), Debbie Krause (Community Engagement Coordinator), Laura Tait, (CEO)

Regrets: Adriana Vizzari (Town Council Representative)

**2. Approval of Agenda**

**MOTION 25-45:** Moved by R. Foster that the agenda be approved. **CARRIED**

**3. Declaration of Conflict of Interest**

None

**4. Delegations**

None

**5. October 15, 2025, Board Meeting Draft Minutes**

**MOTION 25-46:** Moved by R. Foster that October 15, 2025, board minutes be approved.  
**CARRIED**

**6. New Board Member & Staff Introduction**

**6.1. Town Council Representative: Maria Mavridis**

Staff and board members welcomed new board member, Town Councillor Maria Mavridis. Maria shared her extensive fundraising experience in the Niagara-on-the-Lake community and her interest in serving on the Library Board.

**6.2. Children's Programmer: Lexie McDonald**

Lexie McDonald introduced herself to the board as the library's new Children's Programmer. She shared her background in educational settings and noted that while the library field is new to her, she is excited about the role and eager to contribute.

**7. Operational Updates**

### 7.1. Staff Report

L. Tait reported on a busy fall of adult and children's programs and noted November's Staff Development Day with sessions from Alzheimer's Society, Positive Living Niagara, and in-house training. Programs are slowing for the holidays, with plans for Wine & Words in February, a spring author visit, and expanded EarlyOn hours.

**ACTION:** D. Krause to contact The Lake Report regarding an article for Screen Time and Preschoolers event

**ACTION:** D. Krause to advise board members if student volunteers are needed to assist with childminding at the screen time event.

### 7.2. Media Coverage Report

L. Tait reported on recent media coverage, noting an 8-page library feature in October.

**ACTION:** Reminder to consider submitting library survey results as an article for local media.

### 7.3. Correspondence

None

## 8. Business Arising

### 8.1. Finance Committee

L. Tait reported on the 2025-year end projections, presented a revised 2026 budget for board approval, and highlighted key achievements from the 2025 budget.

**MOTION 25-47:** Moved by W. Scott that the 2026 Library Operating Budget be approved as amended. **CARRIED**

### 8.2. Advocacy & Fundraising Committee

D. Novak reported on plans for a screening of The Librarians at First Ontario Performing Arts Centre. The Board agreed to proceed with the event.

R. Foster reported on the remaining committee items.

**ACTION:** L. Tait to contact Performing Arts Centre and update the Advocacy Committee at their January meeting.

### 8.3. Governance Committee

W. Scott discussed three proposed changes to policy GOV - 07, Financial Control and Oversight. These were a) delegation of authority to the CEO to reallocate funds within the approved budget up to a maximum of \$5,000 in any one category. Amounts greater than \$5,000 must be approved through the library board; b) an updated process to ensure separation of duties in approving expense payments; and c) clarification of the requirement to submit financial statements.

**MOTION 25-48:** moved by W. Scott to approve GOV - 07 Financial Control and Oversight as presented. **CARRIED**

#### 8.4. Strategic Plan Working Committee

W. Scott reviewed the strategic planning process to date, and made three recommendations.

- 1) Recommendation to approve the overall Strategic Planning Framework
- 2) Recommendation that projects or initiatives for strategic focus in 2026 be chosen from two of the three pillars; Strengthen the Library as Essential Community Infrastructure, and Meet Community Needs Through Inclusive Outreach.
- 3) Recommendation that L. Tait prepare the 2026 operational plan, incorporating selected 2026 strategic priorities, for approval at the February board meeting.

Recommendations 2 and 3 received consensus support from the Board.

**MOTION 25-49:** Moved by W. Scott to approve the strategic planning framework with three pillars as shown in the graphic as the basis for the library's strategic plan for 2025-2026. **CARRIED**

**ACTION:** L. Tait to present a report on the 2026 Operational Plan, incorporating the new strategic priorities, at the February Board meeting.

#### 9. Community Engagement & Inquiries

None

#### 10. Other Business

##### 10.1. 2026 Committees

Three standing committees will continue through 2026 with the following chairs:

Advocacy Committee: S. Elliott

Finance Committee: D. Novak

Governance Committee: W. Scott

**ACTION:** Committee chairs are to present proposed terms of reference, committee membership, and key annual goals and objectives for Board review at the February meeting.

##### 10.2. CEO Evaluation Committee

D. Novak will serve as Chair of the CEO Evaluation Committee, with S. Elliott and W. Scott acting as members of the evaluation team. The evaluation will focus on the CEO's growth plan, and a full report will be presented to the Board at the February Board meeting.

##### 10.3. Board Evaluation

W. Scott will lead the Board Evaluation process.

##### 10.4. Board Transition Committee

**ACTION:** D. Novak recommended a meeting with Nick Ruller and the Town Clerk to clarify the board transition process for 2026.

**MOTION 25-50:** Moved by W. Scott to approve the 2026 committee structures.

**CARRIED**

##### 10.5. 2026 Board Meeting Start Times

Board meetings to start at 5:30pm in 2026 with light refreshments provided.

**11. Meeting Termination**

**MOTION 25-51:** Moved by H. Varesio that the meeting be terminated at 7:16pm. **CARRIED**