



Board Meeting

Tue Feb 18, 2025 7:00 PM - 9:00 PM EST

Last motion 24-50

1. Call to Order & Introductions

D. Novak

A regular meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7.00pm.

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

Staff: Debbie Krause (Community Engagement Coordinator), Laura Tait (Acting CEO)

Absent: Benoit Beausoleil

2. Approval of Agenda

MOTION 25-01: Moved by I. Andzans that the agenda be approved. **CARRIED**

3. Declaration of Conflict of Interest

None

4. Delegations

None

5. November 20th , 2024, Board Meeting Draft Minutes

MOTION 25-02: Moved by W. Scott that the November 20th, 2024 board minutes be approved. **CARRIED**

6. Operational Updates

6.1. Staff Report

L. Tait highlighted key operational updates, including the St. Davids Open House, grants and fundraising efforts, and the success of Silver Bells and Silver Screens, as well as Wine & Words with Hannah Mary McKinnon. Past holiday celebrations were noted, along

with upcoming events such as Wine & Words with Emma Donoghue (April 7) and Linwood Barclay (May 21), Trivia Night (Feb. 27), and Storytime with the Mayor at our Summer Kickoff (June 7).

6.2. Media Coverage Report

L. Tait reported on positive media coverage focused on our programs and grants success.

ACTION: The Advocacy and Fundraising Committee will explore media and community relationships.

6.3. 2024 Statistics Review Presentation

L. Tait provided an overview of the Library's 2024 statistics on library services, focusing on circulation, off-site location usage, library visits, programming, and membership. The review included a year-over-year comparison between 2023 and 2024, highlighting key trends and developments in service delivery. Insights were also shared on how some of these statistics were used in preparing the operational plan.

I. Andzans suggested using household statistics to better reflect library usage, noting that some households share a single card.

ACTION: L. Tait will send the amended slides to A. Vizzari for inclusion in the council information package.

6.4. Draft 2025 Operational Plan

L. Tait presented the draft 2025 Operational Plan, which outlines the strategic initiatives and actions that will guide the library's growth throughout 2025 with some priorities extending into 2026 and laying the foundation for future initiatives.

ACTION: S. McDonald to provide board education on the library's literacy initiatives and address the upcoming Ontario literacy benchmark on report cards.

ACTION: D. Krause and A. Green to explore partnerships with Hydro and the Town to assist residents with online billing support through the library's digital literacy programs.

MOTION 2025-03: Moved by W. Scott to approve the 2025 Operational Plan as presented. **CARRIED**

6.5. Correspondence

L. Tait noted communication from the Wise Guys Charity Fund with the approval of a grant request (\$12,000), and the Community Foundation with the approval of a mini grant request (\$1,500).

7. Business Arising

7.1. Finance Committee

L. Tait provided an update on the positive 2024 End of Year Revenues.

W. Scott presented the Finance Committee Operational Plan for 2025.

A. Vizzari reported that the 2025 budget has not yet been approved by council. The next council budget meeting is scheduled for February 26, with the goal of final approval.

7.2. Advocacy & Fundraising Committee

R. Foster presented updated notes from the Advocacy & Fundraising Committee's meeting on January 13, 2025. The 2025 Advocacy & Fundraising Plan for the committee was also presented, with a note to incorporate media and community exploration into their activities.

7.3. Governance Committee

W. Scott presented the Governance Committee report, governance policies currently requiring Board approval, the Governance Committee Annual Plan for 2025, and Board Meeting Self-Assessment documents.

GOV-11 - deferred to later in the year.

Board to trial ending each board meeting with an in camera self-evaluation debrief.

MOTION 25-04: Moved by W. Scott to approve GOV-04 policy as presented. **CARRIED**

MOTION 25-05: Moved by R. Foster to approve GOV-09 as presented, with the suggested amendments. **CARRIED**

MOTION 25-06: Moved by R. Foster to retire GOV-14. **CARRIED**

ACTION: Phrasing from GOV-09 referring to privacy should be mirrored in all staff HR policies

ACTION: CEO emergency succession planning will be included in the CEO job description.

8. Board Education: OLA Conference Review

L. Tait reported that the conference was a valuable experience for staff, providing opportunities to connect with other library professionals, validate current practices, and offer a great team-building opportunity away from daily operations. L. Tait and D. Krause shared key takeaways from the conference, while I. Andzans and W. Scott presented notes on their experience at the OLA Board Bootcamp and other sessions. D. Novak and S. Elliott also shared their highlights. Overall, it was an extremely positive experience for both staff and the board, and both groups see value in continuing to attend.

ACTION: Staff to report back at the April meeting on any green initiatives the library is currently undertaking.

9. New Business

9.1. May Board Meeting Date Change

The board meeting date has been changed to Tuesday, May 20th, due to a scheduling conflict with the Linwood Barclay Wine & Words event.

10. Community Engagement & Inquiries

None

11. Other Business

None

12. In Camera

MOTION 25-07: Moved by D. Novak that the Library Board move into in-camera session to consider matters that qualify under the Public Libraries Act: Section 16. 1. 4. b personal matters about an identifiable individual. **CARRIED**

MOTION 25-08: Moved by W. Scott that the library board rise from in-camera session. **CARRIED**

MOTION 25-09: Moved by W. Scott that
WHEREAS the position of CEO of the Niagara-on-the-Lake Public Library became vacant in March 2024; and
WHEREAS Laura Tait's leadership of the library staff, of on-going library operations, and of innovative ways to grow program participation and extend in-person services beyond Old Town has been exemplary; and
WHEREAS Laura Tait, Library Manager took on the additional role of Acting CEO, and has been performing both roles for 11 months; and
WHEREAS Laura's education and experience satisfies all Qualifications listed in the NOTL Public Library CEO job description; and
WHEREAS Laura has presented a strong plan for 2025 for Board approval;
THEREFORE BE IT RESOLVED that the Board of the Niagara-on-the-Lake Public Library appoint Laura Tait to the position of CEO, effective immediately.
CARRIED

13. Meeting Termination

MOTION 25-10: Moved by W. Scott that the meeting be terminated at 9.13 pm. **CARRIED**