Last motion 26-18

Niagara-on-the-Lake Public Library

Public Library NIAGARA-ON-THE-LAKE

Board Meeting Minutes

Wed May 20, 2026 5:30 PM - 7:30 PM EDT

1. Call to order & introductions

A regular meeting of the Niagara-on-the-Lake Public Library Board was called to order at 5:34pm by W. Scott.

Present: Benoit Beausoleil (remote), Susan Elliott, Daryl Novak, Wayne Scott, Heloisa Varesio

Staff: Debbie Krause (Community Engagement Coordinator), Laura Tait (CEO), Ciara Wagner (Administrative Assistant)

Regrets: Robin Foster, Maria Mavridis (Town Council Representative), Adriana Vizzari (Town Council Representative), Katie Wiens

2. Approval of Agenda

MOTION 26-19: Moved by S. Elliott that the agenda be approved as amended. **CARRIED**

3. Declaration of Conflict of Interest

None

4. Delegations

None

5. April 15, 2026, Board Meeting Draft Minutes

MOTION 26-20: Moved by D. Novak that April 15, 2026 board minutes be approved. **CARRIED**

6. Board Self-Evaluation Follow Up

Deferred to June board meeting.

7. Operational Updates

7.1. Staff Report

Staff Report received for information.

7.2. Media Coverage Report

Media Coverage Report received for information.

7.3. 2026 Operational Plan Progress Update

L. Tait updated the board on progress of the 2026 Operational Plan up until the end of April. Solid progress has been made in programming, partnerships, and community outreach, particularly in digital literacy, youth engagement, and collaborative initiatives like Play in the Park. Some infrastructure initiatives remain in early stages, while growing demand for outreach services is guiding a focus on expanding community-based programming options.

8. Business Arising

8.1. Finance Committee

L. Tait reported that 2025 concluded in a strong and stable financial position, with better-than-expected revenues and lower overall spending. Our positive income position allowed us to fund much needed capital reserves, and end the year with a minimal surplus.

L. Tait provided a 2026 budget update, noting that the Library's financial position remains stable, with revenues tracking slightly above expectations and expenses in line with the approved budget. Overall, the year-end outlook remains positive, with no significant variances anticipated.

8.2. Advocacy Committee

S. Elliott reported on the advocacy committee's continued work to refine communication strategies, derived from the strategic plan, focusing on highlighting community needs and service demands.

8.3. Governance Committee

W. Scott and L. Tait presented updated policies for approval. Discussion of the bylaws was deferred to a future meeting, as approval requires a two-thirds majority.

MOTION 26-21: Moved by W. Scott that the board approve FN-03 Statement of Values. **CARRIED**

MOTION 26-22: Moved by W. Scott that the board approve OP-16 Expense Reimbursements. **CARRIED**

8.4. Board Transition Committee

D. Novak reported that a meeting has been scheduled with Town staff, the Lord Mayor, and the Board's two Council representatives to establish an effective approach to board member succession and transition. L. Tait will also attend.

9. Community Engagement, Inquiries & Correspondence

10. Other Business

10.1. CFLA and FOPL Statement on Alberta's Bill 28

L. Tait and S. Elliott will draft a letter regarding Alberta's Bill 28, for approval by the board co-chairs prior to submission to the Minister.

11. In Camera

MOTION 26-23: Moved by W. Scott that the board move in camera to discuss personal matters about an identifiable individual, in accordance with s.16.1(4)(b) of the Public Libraries Act. **CARRIED**
MOTION 26-24: Moved by that the board rise from the in camera session with no report. **CARRIED**

12. Meeting Termination

MOTION 26-25: Moved by H. Varesio that the meeting be terminated at 6:50pm. **CARRIED**