



## Board Meeting

Wed Oct 15, 2025 7:00 PM - 9:00 PM EDT

Last Motion 25-39

### 1. Call to order & introductions

A regular meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7.01pm by W. Scott.

Present: Benoit Beausoleil, Robin Foster (remote), Daryl Novak (Co-Chair), Wayne Scott (Co-Chair), Adriana Vizzari (Town Council Representative)

Staff: Angie Goertz (Administrative Assistant), Debbie Krause (Community Engagement Coordinator)

Regrets: Susan Elliott, Laura Tait (CEO), Heloisa Varesio

Absent: Katie Wiens

### 2. Approval of Agenda

**MOTION 25-40:** Moved by D. Novak that the agenda be approved. **CARRIED**

### 3. Declaration of Conflict of Interest

None

### 4. Delegations

None

### 5. September 17, 2025, Board Meeting Draft Minutes

**MOTION 25-41:** Moved by B. Beausoleil that September 17, 2025, board minutes be approved. **CARRIED**

### 6. Staff Introduction: Angie Goertz, Administrative Assistant

The Board was introduced to A. Goertz, who recently joined the team as the new Administrative Assistant, working 28 hours per week. She brings extensive experience in public and academic libraries, as well as in education.

Nick Ruller, Chief Administrative Officer for the Town of Niagara-on-the-Lake, attended the meeting to introduce himself. He expressed a strong interest in strengthening future relations and communication between Town staff and the Library CEO. To support this goal, he proposed the reintroduction of regular stakeholder meetings.

## 7. Operational Updates

### 7.1. Staff Report

D. Krause presented the staff report, highlighting strong attendance at recent programs such as Learn & Live with David Hemmings and the Writer's Circle Open Night. Staff visited the newly opened Merritt Branch of St. Catharines Public Library. Sharon, the Children's Programmer, has resigned; her contributions significantly enhanced programming in St. Davids. Programming will continue uninterrupted while the position remains vacant. A preview of Staff Development Day sessions scheduled for November 14 was shared. The back garden will be named in honour of Joanne Young. Emily Ing will represent the Library at the upcoming Child and Youth Expo. Photography workshops led by Vanessa Quinn are planned for the near future.

### 7.2. Media Coverage Report

D. Krause highlighted three recent articles featuring library programs and related initiatives.

### 7.3. Q3 Statistics

D. Krause presented the Q3 statistics, noting a 47% decline in adult program attendance attributed to a reduced number of programs. Fall adult programming commenced later than usual, beginning in the third week of September. W. Scott highlighted strong individual adult engagement and a notable increase in usage of the St. Davids locker service.

### 7.4. Q3 Operational Plan Update

W. Scott initiated discussion on the Operational Plan Update, highlighting the successful participation of the EarlyON program and the increasing awareness and usage of the St. Davids lockers. The Board expressed agreement that progress on the report is positive, with many goals tracking on target.

### 7.5. Correspondence

None

## 8. Board Education: Community Survey Results

D. Krause reported receiving 279 survey responses, with the majority originating from Old Town. The results reflected a strong overall sense of community connection and satisfaction with library services and programs. Opportunities were identified to further increase engagement and maintain focus on core strengths. Noted barriers included the need to strengthen outreach and engagement with communities beyond Old Town. Based on previous town survey experience, A. Vizzari noted that receiving 279 responses is considered a very strong result.

**ACTION:** Consider submitting the library's survey results as an article for publication in the Lake Report.

## 9. Business Arising

### 9.1. Finance Committee

D. Novak summarized key highlights, including positive feedback from the Town's budget office. D. Novak and W. Scott noted an increase in donations, likely tied to anniversary events. A. Vizzari emphasized the need to clearly justify future budget increases and confirmed continued receipt of Development Charges.

## 9.2. Advocacy & Fundraising Committee

A. Vizzari shared an update from the recent meeting of the Advocacy & Fundraising Committee.

**ACTION:** Ashleigh Myers, the Town's Economic Development Officer and Government Relations Lead, to be invited to the December Board meeting to discuss long-term planning opportunities.

## 9.3. Governance Committee

W. Scott shared an update from the recent meeting of the Governance Committee.

**MOTION 25-42:** Moved by W. Scott that the board approve the revised Foundation Policy FN-05 Intellectual Freedom as tabled, with a commitment to review the policy again in mid-2026 following the review of the main NOTLPL Operational Policies, which provide implementation guidance for the principles of intellectual freedom. **CARRIED**

**MOTION 25-43:** Moved by W. Scott that the board approve the repeal of Bylaw BL-07 CEO Selection and Hiring and approve Policy GOV-10 CEO Recruitment and Selection with the following amendments: a) Under Succession Management, delete "If the outgoing CEO has implemented a succession management program – identifying" and replace with "If the Board determines that there are one or more"; and b) Under Candidate Requirements, delete "the current" and replace with "an updated." **CARRIED**

## 9.4. Strategic Plan Working Group

W. Scott reminded the board about the upcoming workshop on Saturday, October 18.

**ACTION:** Board members to identify their top three priority categories for inclusion in the new strategic plan prior to the workshop.

**ACTION:** Select additional workshop date in November.

## 10. Community Engagement & Inquiries

None

## 11. Other Business

### 11.1. 2026 Board Meeting Dates

The following board meeting dates were noted for information:

- February 11
- April 15
- May 20

- June 17
- September 16
- October 21
- December 9

#### **11.2. OLA Superconference 2026**

**ACTION:** Board members are asked to contact L. Tait if they are interested in attending the Library Trustee Bootcamp or any other workshop offered at the 2026 Ontario Library Association Conference.

**ACTION:** W. Scott to request that L. Tait provide a list documenting board meeting attendance for the current year.

#### **11.3. November 1st Board Training**

**REMINDER:** Saturday, November 1 at 9:30 a.m. — West Lincoln Public Library, Smithville Branch.

#### **11.4. Board Vacancy**

D. Novak noted that a second voice from Town Council would be beneficial. The Town Clerk for Niagara-on-the-Lake will follow up with Nick Ruller regarding the current board vacancy.

#### **11.5. Board Staff Christmas Party**

D. Novak proposed a joint board and staff social hour on Wednesday, December 17 at 5:30 p.m., to take place prior to the staff dinner. The location is to be determined.

**ACTION:** Board members are asked to inform L. Tait of their availability to attend.

### **12. Meeting Termination**

**MOTION 25-44:** Moved by W. Scott that the meeting be terminated at 9.15pm. **CARRIED**