



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

**Wednesday, September 26th, 2018, 7:00 p.m.
Rotary Room**

Last motion 18-37

1. Call to Order

A regular meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:00 p.m.

Present: Madeleine Lefebvre (Chair), Brenda Dyck (Vice Chair), Rochelle Dickenson, Joy Lambert, Andrew Porteus, Lisa Traficante

Regrets: Bob Nash, Terry Flynn (Councilor), John Wiens (Councilor)

Staff: Cathy Simpson (CEO)

2. Deputations

No deputations were received.

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Approval of Agenda

MOTION 18-38: Moved by A. Porteus that the Agenda be approved. **CARRIED.**

5. Approval of Consent Agenda

- 5.1. Library Board Meeting Minutes, June 20th, 2018**
- 5.2. Chief Librarian Report**
- 5.3. Second Quarter Statistics**
- 5.4. Second Quarter Financials**
- 5.5. Renovation Final Budget**
- 5.6. Summer Programming Report**
- 5.7. Correspondence**

MOTION 18-39: Moved by B. Dyck that the Consent Agenda be approved. **CARRIED.**

ACTION: When emailing the board meeting information packages, the CEO will remind board members to contact her prior to the meeting regarding any consent agenda items to be pulled for discussion and/or clarification.

6. Business Arising from the June 20th, 2018 Library Board Meeting Minutes

6.1. Legacy & Strategic Directions Workshop – M. Lefebvre

ACTION: CEO to draft the legacy letter and strategic directions for the October meeting based on the results of the Legacy & Strategic Directions workshop.

6.2. Election Issues – C. Simpson

The CEO reported that the timing of the appointment of a new library board will likely be determined at the first meeting of the new Town Council on December 17th, 2018.

6.3. Policy Update – C. Simpson

i. HR – 10 Vacation, Public Holidays & Leave – Part Time

MOTION 18-40: Moved by A. Porteus that policy HR – 10 Vacation, Public Holidays & Leave be approved. **CARRIED.**

ii. HR – 11 Flex Time

MOTION 18-41: Moved by R. Dickenson that policy HR – 11 Flex Time be approved. **CARRIED.**

iii. OP – 12 Membership & Borrowing

MOTION 18-42: Moved by L. Trafincante that policy OP -12 Membership & Borrowing be approved. **CARRIED.**

MOTION 18-43: Moved by L. Trafincante that policy OP -12 Membership & Borrowing be approved with the addition of Schedule E Reciprocal Borrowing Agreement with the Welland Public Library. **CARRIED.**

7. New Business

7.1. *Planning the Transition to a New Board* webinar review – M. Lefebvre

ACTION: CEO to email library board members the link to the recording of the *Planning the Transition* to a New Board webinar.

7.2. 2019 Closures – C. Simpson

MOTION 18-44: Moved by J. Lambert that the proposed 2019 closure scheduled be approved.
CARRIED.

7.3. Ontario Public Library Week – C. Simpson

The CEO reviewed events planned for Ontario Public Library week as outlined in the L. Tait's report with the verbal addition of radio advertising purchased in cooperation with all Niagara Region public libraries.

7.4. 2019 Board Meeting Schedule – C. Simpson

MOTION 18-45: Moved by L. Traficante that the proposed 2019 board meeting scheduled be approved.
CARRIED.

7.5. Reciprocal Borrowing Agreement with Welland Public Library – C. Simpson

MOTION 18-46: Moved by B. Dyck that the reciprocal borrowing agreement with the Welland Public Library be approved. **CARRIED.**

7.6. Planned Giving Committee – M. Lefebvre

MOTION 18-47: Moved by B. Dyck that Dave Hunter be appointed interim Chair of the Planned Giving Committee. **CARRIED.**

7.7. Christmas Parade – C. Simpson

The CEO reported that the library will not be participating in the 2018 Christmas parade due to budget restraints.

8. Board Advocacy & Inquiries

M. Lefebvre reported on her encouraging contact with the Chair of the St. Catharines Public Library Board.

A. Porteus asked for a Memorandum of Understanding (MOU) update. The CEO reported that she is waiting to receive a second draft of the MOU from the CAO.

9. Adjournment

MOTION 18-48: Moved by J. Lambert, that the meeting be adjourned at 8:06 p.m. **CARRIED**

Next Meeting; October 17th, 7:00 p.m., Rotary Room

Mission Statement

The NOTL Public Library is a team of professional staff and community volunteers committed to enriching the community by providing access to the world's ideas and information.

Vision Statement

The NOTL Public Library is an important community hub proactively encouraging community connectivity and creative thinking through its quality, future-focused library services.

Values

Responsive

The NOTL PL will respond to community needs and concerns.

Current

The NOTL PL will be up-to-date with respect to media, materials & outlook.

Collaborative

There will be collaboration between the community, the staff and the Library Board.

Inclusive

The NOTL PL will not discriminate on the basis of gender, race, religion or sexual orientation.

Informed

The Library Board and staff will be informed and maintain professional best practices.

Innovative

The NOTL PL will creatively develop and implement innovative policies and practices while striving for excellence in patron service.

Respectful

The NOTL PL will demonstrate respect for all patrons and their values.