



NOTL PUBLIC LIBRARY BOARD MEETING DRAFT MINUTES

**Wednesday, February 27rd, 2019 7:00 p.m.
Rotary Room**

Last motion 19 - 04

1. Call to Order

A regular meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:02 p.m.

Present: Brice Bible, Allan Bisback (Councilor), Robin Foster, Betty Knight, Madeleine Lefebvre, Stuart McCormack (Councilor), Daryl Novak, Lisa Traficante

Regrets: Kathleen Cartwright

Staff: Debbie Krause (Community Engagement Coordinator), Cathy Simpson (CEO), Laura Tait (Manager)

2. Introductions

3. Deputations

No deputations were received.

4. Declaration of Conflict of Interest

No conflicts of interest were declared.

5. Approval of Agenda

MOTION 19-05: Moved by L. Traficante that the amended agenda be approved. **CARRIED.**

6. Approval of Consent Agenda

- 6.1. **Library Board Meeting Minutes, January 23rd, 2019**
- 6.2. **CEO Report**
- 6.3. **Correspondence**

MOTION 19-06: Moved by R. Foster that the consent agenda be approved. **CARRIED.**

7. Migrant Worker Outreach – Jane Andres

Postponed due to inclement weather.

8. Facility Tour

Postponed due to inclement weather.

9. Elections & Appointments – C. Simpson

9.1. Chair

NOMINATION: M. Lefebvre was nominated for the position of Board Chair by D. Novak. M. Lefebvre accepted the nomination and was voted in unanimously.

9.2. Vice Chair

NOMINATION: D. Novak was nominated for the position of Vice Chair by B. Knight. D. Novak accepted the nomination and was voted in unanimously.

9.3. Southern Ontario Library Service (SOLS) Trustee Representative

L. Traficante volunteered to act as the Library's SOLS Trustee Representative.

9.4. Policy Committee

The following volunteered to form the Policy Committee; S. McCormack, B. Bible & B. Knight

9.5. Memorandum of Understanding (MOU) Committee

The following volunteered to form the MOU Committee; R. Foster & L. Traficante.

10. Business Arising from the Library Board Meeting Minutes, January 23rd, 2019

10.1. Open+ Report – M. Lefebvre

MOTION 19-07: Moved by A. Bisback that the Open + reports be received and included in the next strategic planning process. **CARRIED.**

11. Policy Review & Updates – C. Simpson

11.1. HR – 10 Vacation, Public Holidays & Leave – Full Time

ACTION: To be reviewed by the Policy Committee.

11.2. HR – 11 Flex Time

ACTION: To be reviewed by the Policy Committee.

12. New Business

12.1. Community Engagement Coordinator – D. Krause

D. Krause presented a report on her duties and responsibilities as Community Engagement Coordinator.

ACTION: D. Krause to enquire about the library being added to the Town's Join the Conversation page and joining the Customer Experience and Technology Committee.

12.2. Meeting Schedule – M. Lefebvre

ACTION: Meeting dates to be updated to reflect requested changes.

12.3. Niagara Region Public Library Board Orientation – C. Simpson

ACTION: All board members are directed to attend the Niagara Regional Public Library Boards Orientation on April 27th, 2019, 9:00 a.m. to 2:00 p.m. at the West Lincoln Public Library.

12.4. Additional Board Appointment – M. Lefebvre

MOTION 19-08: Moved by S. McCormack that a request to appoint Interim Chair of the Library Planned Giving Committee to the 2019 – 2022 Niagara-on-the-Lake Public Board be submitted to Niagara-on-the-Lake Town Council. **CARRIED.**

12.5. Benchmarking and Best Practices – S. McCormack

ACTION: S. McCormack enquired about benchmarking and best practices and C. Simpson explained this will be addressed through the accreditation process. Recommendation to include a workshop on benchmarking and best practices at the Niagara Region Public Library Board Orientation.

13. Board Advocacy & Inquiries

L. Traficante recommended an acknowledgment for the outgoing board for their service.

ACTION: Letters to be drafted and sent from the CEO and Board Chair to outgoing board members.

L. Traficante enquired about the progress of the accreditation process. Accreditation has been put on hold until the MOU has been completed.

14. Adjournment

MOTION 19-09: Move by L. Traficante that the meeting be adjourned at 9:03 p.m. **CARRIED.**

**Next Meeting
March 27th, 2019, 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.