



**NOTL PUBLIC LIBRARY BOARD MEETING DRAFT MINUTES**

**Wednesday, June 19<sup>th</sup>, 2019, 7:00 p.m.  
Rotary Room**

**Last motion 19-24**

**1. Call to Order**

A regular meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:01 p.m.

**Present:** Brice Bible, Allan Bisback (Councilor), Kathleen Cartwright (via phone), Robin Foster, David Hunter (Vice Chair), Stuart McCormack (Councilor), Daryl Novak (Chair), Lisa Traficante

**Regrets:** Betty Knight

**Staff:** Sarah Bowers (Library Service Associate), 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 19-25:** Moved by S. McCormack that the agenda be revised and approved to move Agenda item 10 between items 6 and 7. **CARRIED.**

**6. Approval of Consent Agenda**

**6.1. Library Board Meeting Minutes, May 15<sup>th</sup>, 2019 \***

**6.2. CEO Report \***

**6.3. Correspondence \***

**MOTION 19-26:** Moved by L. Traficante that the consent agenda be approved. **CARRIED.**

**ACTION:** Monthly CEO Report to be reworked to be more leadership reflective. Report should include point form and narrative and begin with an executive summary highlighting key monthly events and initiatives rather than daily operations.

## **7. Orientation**

### **7.1. Local History & Cataloguing – S. Bowers \***

S. Bowers presented an update on her roles and responsibilities and current projects. A. Bisback indicated he could assist with Niagara Historical Society and Museum collaborations as he is also serving on their board.

### **7.2. NOTL Public Library Staffing – C. Simpson \***

C. Simpson presented a report on the library's staffing.

**ACTION:** Organizational chart presented in report to be reworked.

### **7.3. Town of NOTL/Library Administrative Relationship – C. Simpson \***

C. Simpson presented a report on past and current issues between library administration and town staff.

**ACTION:** C. Simpson and D. Novak are scheduled to meet with H. Dowd (Town CAO) and B. Disero (Lord Mayor) to introduce Board Chair and to discuss MOU, Niagara Nursery School expansion and remedial actions for the backup generator.

## **8. New Business – C. Simpson \***

### **8.1. Backup Generator \***

C. Simpson presented a report on the town's installation of a backup generator and communication issues surrounding this installation.

**ACTION:** C. Simpson to calculate the cost of the damage and the costs to restore the garden.

### **8.2. Niagara Nursery School \***

C. Simpson presented the town's planned nursery school addition to the library and the project's impacts.

**ACTION:** C. Simpson and D. Novak to update the board via email on both issues after meeting with Town's CAO and Lord Mayor.

## **9. Business Arising from the Library Board Meeting Minutes, May 15<sup>th</sup>, 2019**

### **9.1. LiNC Update – L. Tait \***

L. Tait reported that LiNC delivery service is going well and patrons are appreciative of our efforts to resume the service. ILLo service will be resuming in September and costs will be monitored to ensure affordable.

## **9.2. Policy Committee Update – Policy Committee \***

- i. **HR – 11 Flex Time**
- ii. **VOL – 01 Volunteer Program**
- iii. **FUND – 03 Partnerships & Sponsorships**

**MOTION 19-27:** Moved by R. Foster that HR-11 Flex Time, VOL-01 Volunteer Program and FUND – 03 Partnerships & Sponsorships be approved. **CARRIED.**

## **9.3. Planned Giving Update – D. Hunter & L. Tait**

D. Hunter presented progress made to date with planned giving with the help of consultant Chris Bangham. L. Tait presented the planned giving documents. A launch is being planned with initial donors in early 2020.

**ACTION:** Board members to offer advice on how to get planned giving information into professional offices.

## **10. Board Advocacy, Engagement & Inquiries**

D. Krause updated the board on upcoming events:

- Summer Kickoff Event, Saturday June 22<sup>nd</sup>
- Garden Party, Sunday August 18<sup>th</sup>

D. Krause reminded board members that silent auction prizes are still needed for the garden party.

## **11. Other Business**

L. Traficante reported that library staff member S. Eady was officially recognized by Town Council for her Volunteerism with Seniors.

## **12. Adjournment**

**MOTION 19-28:** Moved by B. Bible that the meeting be adjourned at 9:15 p.m. **CARRIED.**

**Next meeting September 18<sup>th</sup>, 2019, 7:00 p.m., Rotary Room**