



NOTL PUBLIC LIBRARY BOARD MEETING DRAFT MINUTES

**Wednesday, September 18th, 7:00 p.m.
Rotary Room**

Last motion 19-28

1. Call to Order

A regular meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:05 p.m.

Present: Brice Bible (via phone), Allan Bisback (Councilor), Kathleen Cartwright, David Hunter (Vice Chair), Betty Knight, Daryl Novak (Chair), Lisa Traficante

Regrets: Robin Foster, Stuart McCormack (Councilor)

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

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 19-29: Moved by D. Hunter that the agenda be approved. **CARRIED.**

6. Approval of Consent Agenda

6.1. Library Board Meeting Minutes, June 19th, 2019

6.2. CEO Report

6.3. Correspondence

MOTION 19-30: Moved by B. Knight that the consent agenda be approved. **CARRIED.**

ACTION: Include wifi hotspots for farm workers on the October meeting agenda.

7. Finance Report

7.1. 2019 Operating Budget Second Quarter – C. Simpson

C. Simpson reviewed the 2019 second quarter operating budget report noting a projected \$3,754 surplus. It was noted that full time salaries appear underspent due to a two pay period posting delay.

ACTION: Continue to report on Library finances quarterly but bring up any budget anomalies as they occur.

ACTION: Include a report on the status of the Library's reserve accounts in future quarterly financial reports.

MOTION 19-31: Moved by L. Traficante that the 2019 Operating Budget Second Quarter Report be received. **CARRIED.**

7.2. 2020 Draft Operating Budget – C. Simpson

C. Simpson presented a draft of the 2020 operating budget requesting a 4.92% increase to the municipal operating grant. Most of the increase is due to salary increases.

ACTION: Generate a salary report to determine what percentage of the 2020 budget request is due to salary increases.

ACTION: Determine the reason for the \$5,200 lump sum added back to salaries in 2020.

ACTION: C. Simpson to discuss Niagara Regional Broadband Network sponsorship of wifi hotspots and internet connectivity for farm workers with A. Bisback.

MOTION 19-32: Moved by A. Bisback that the 2020 draft operating budget be received and approved pending answers to the questions as recorded in the above two action items. **CARRIED.**

8. Business Arising

8.1. Garden Party Debriefing – D. Krause

D. Krause reviewed attendance, revenue and feedback from this year's garden party fundraiser.

ACTION: Form a committee of the board to plan the 2020 Garden Party fundraiser and increase attendance to 150.

8.2. Niagara Nursery School (NNS) Update – D. Novak/C. Simpson

C. Simpson reported her email request and follow up email to review the revised NNS plans have gone unanswered by Town staff. A September 25th public information session about the project was advertised in The Local newspaper but is no longer on the Town's calendar.

8.3. Backup Generator Update – D. Novak/C. Simpson

C. Simpson presented her report on the Town's installation of the Community Centre backup generator with a recommendation to invoice the Town for the cost of the dismantled and removed benches.

MOTION 19-33: Moved by D. Hunter that the Backup Generator Report recommendation be accepted. **CARRIED.**

8.4. Memorandum Of Understanding (MOU) Update – D. Novak/C. Simpson

D. Novack reviewed the status of the MOU and reported the follow up meeting with the Lord Mayor and Acting CAO has been cancelled.

ACTION: C. Simpson to request the follow up MOU meeting be rescheduled.

8.5. Planned Giving – D. Hunter

This agenda item was deferred to the October meeting due to time constraints.

8.6. Community Benefit Charges – C. Simpson

This agenda item was deferred to the October meeting due to time constraints.

9. New Business

9.1. Drag Queen Story Time – D. Krause

D. Krause discussed the Library's Culture Days programming for 2020, Fay & Fluffy's Drag Queen Story Time, scheduled for September 28th. JP Kane and Kaleb Robertson are both early childhood educators and drag performers who travel around Southern Ontario delivering story time programs focused on inclusion, acceptance, and fun.

9.2. Library Week & Month – C. Simpson

C. Simpson advised the Board she had inquired with the Town's Clerk's Department about proclaiming October as Canadian Library Month and the week of October 20th to 26th as Ontario Public Library Week.

ACTION: C. Simpson to draft the proclamation preamble and email to the Clerk's Department, copying the Lord Mayor and the Library Town Council Representatives.

10. Orientation

10.1. Leadership Development Toolkit – C. Simpson

C. Simpson reviewed the Ontario Library Boards' Association Leadership Development Toolkit.

ACTION: C. Simpson to email Word versions of the Knowledge Gaps Analysis worksheets to board members.

ACTION: Board members to email C. Simpson completed Knowledge Gaps Analysis worksheets by September 30th, 2019.

10.2. Library Opening Hours & Closures – C. Simpson

ACTION: Board members to review library opening hours and closures to become familiar with this aspect of library operations.

11. Other Business

11.1. Municipal Surveys

Victoria Steele, Executive Assistant to the Lord Mayor and CAO, emailed all members of Committees of Council regarding two public engagement processes.

ACTION: Board members to complete the Economic Development Task Force survey and the Community Wellness Committee survey.

11.2. Code of Conduct

D. Hunter initiated a discussion regarding verbal abuse and intimidation by members of the public towards library staff. Empowering library staff to remove abusive individuals from the library was recommended.

ACTION: Code of Conduct to be posted at library service desk.

ACTION: C. Simpson to review Code of Conduct before bringing to Policy Committee for review.

ACTION: Raise awareness among staff of protocols available to them to address abusive or intimidating behavior from the public.

11.3. Art Show

Details of the current art show fundraiser were reviewed.

ACTION: C. Simpson to review terms of the current art show fundraiser with L. Tait.

MOTION 19-34: Moved by B. Knight that the Library CEO investigate the legalities and tax implications of the current art show/autism fundraiser. **APPROVED.**

12. Board Advocacy, Engagement & Inquiries

This agenda item was tabled due to time constraints.

13. Adjournment

MOTION 19-35: Moved by L. Traficante that the meeting be adjourned at 9:10 p.m. **CARRIED.**

Next meeting October 23rd, 2019, 7:00 p.m., Rotary Room