



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

**Wednesday, June 17th, 2020, 7:00 p.m.
Virtual Meeting**

Last motion 20–17

1. Call to Order

A virtual meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:16 p.m.

Present: Brice Bible, Allan Bisback (Councilor) David Hunter (Vice Chair), Betty Knight, Daryl Novak (Chair), Lisa Traficante, Robin Foster

Absent: Stuart McCormack (Councilor)

Staff: Cathy Simpson (CEO), Laura Tait (Manager)

2. Deputations

No deputations were received.

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Approval of Agenda

MOTION 20-18: Moved by B. Knight that the agenda be approved. **CARRIED.**

5. Approval of Consent Agenda

5.1. Library Board Meeting Minutes, May 20th, 2020 *

5.2. CEO Report *

5.3. E-Resources Statistics Report *

5.4. Correspondence

MOTION 20-19: Moved by A. Bisback that the consent agenda be approved. **CARRIED.**

6. Business Arising

6.1. Board Vacancy – A. Bisback

The Town Clerk advised the CEO the board vacancy will be advertised along with several other committee vacancies but has given no timeline.

Al Bisback reported three town committee vacancies are to be posted for 3 separate committees. Postings had been suspended during the emergency declaration which is to be lifted soon. An advertisement is scheduled to be posted next week.

The selection committee is aware of board's requirements and priorities. Board members and staff can assist by circulating the advertisement to suitable candidates.

After the appointment, the Board will review whether to add more members to increase diversity.

6.2. HR – 02 Job Description & Specifications – C. Simpson

The CEO will determine the impact of pay equity maintenance on policy HR – 02 for the September board meeting.

6.3. Service Delivery Review Report – C. Simpson *

The board discussed the library's four opportunities for improvement and noted the Library and Cemetery were the only Town services rated "Above Standard".

MOTION 20-20: Moved by A. Bisback that item 6.3 be received for staff to review and added to September's board agenda.

6.4. Re-opening Plan – C. Simpson *

The CEO reviewed the phased re-opening plan. She noted most public libraries in North America are not opening to the public in the next few months, even if allowed by their jurisdiction, to ensure the health and safety of the public and staff.

6.5. Human Resources Update – C. Simpson *

The CEO updated the board on several staffing changes including the recall of some full and part time staff and the elimination of the IT Coordinator position.

At 8:23p.m. the following motion was read in open session:

MOTION 20-21: Moved by D. Hunter, that the Library Board proceed to closed session to consider matters that qualify under the Public Libraries Act 1990:

Section 16.1.4.b personal matters about an identifiable individual, specifically a personnel issue.
CARRIED.

At 8:34 p.m. the following motion was read in open session:

MOTION 20-22: Moved by D. Hunter, that the Library Board rise from closed session with no report. **CARRIED.**

The CEO noted two items of business in progress that will be addressed at future meetings:

1. 2020 financial update
2. Meetings with town councilors regarding public library legislation and governance

7. Other Business

Some board members commented about public feedback regarding the Niagara Nursery School construction and tree removal.

8. Board Advocacy, Engagement & Inquiries – D. Novak

Presentation to Rotary Club by D. Novak and C. Simpson

D. Hunter and B. Knight are meeting with Jane Andres about the Books for Jamaica project and possibly expanding donations to rural areas of Jamaica.

9. Adjournment

MOTION 20-23: Moved by L. Traficante that the meeting be terminated at 8:43 p.m. **CARRIED.**

** indicates document attachment*

Next meeting Wednesday, September 16th, 7:00 p.m.