



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

**Thursday, March 12th 2020, 7:00 p.m.
Rotary Room**

Last motion 20 – 05

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: Brice Bible, Robin Foster, David Hunter via telephone (Vice Chair), Stuart McCormack (Councilor), Daryl Novak (Chair), Lisa Traficante

Regrets: Betty Knight

Absent: Allan Bisback (Councilor)

Staff: Matt Furlong (IT Coordinator), 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. Introductions

No introductions necessary.

5. Approval of Agenda

MOTION 20-06: Moved by S. McCormack that the revised agenda be approved. **CARRIED.**

6. Town of Niagara-on-the-Lake Strategic Plan 2018 – 2022 – A. Bisback

ACTION: Town Strategic Plan presentation deferred to be part of strategic planning day.

7. Approval of Consent Agenda

7.1. Library Board Meeting Minutes, January 15th, 2020 *

7.2. CEO Report *

S. McCormack provided a summary of discussions at the January 22nd Pelham Public Library board meeting regarding the Pelham Town Council's request to appoint the municipal Director of Recreation, Culture and Wellness as acting Library CEO. C. Simpson reported that Niagara Region CEOs would be meeting on 27th March to discuss the issue.

ACTION: CEO and board members to arrange meetings with town councilors to ensure they understand public library legislation, governance and operations. S. McCormack and A. Bisback to assist with planning and carrying out these meetings.

7.3. Correspondence

There was no correspondence to report.

MOTION 20-07: Moved by L. Traficant that the consent agenda be approved. **CARRIED.**

8. Ontario Library Association (OLA) Conference Reports

Board and staff OLA conference reports were reviewed and discussed.

Recommendations from the conference to consider within the framework of the strategic plan:

- a. Town staff and councilors need to have more awareness of the Public Libraries Act
- b. Focus on making the community better which will in turn make the library better
- c. Use service review results to strengthen our municipal involvement
- d. Promote aspects of the library the community does not know about

9. Business Arising

9.1. Strategic Planning Update – C. Simpson/D. Novak

C. Simpson met on March 10th with R. Foster to review the strategic planning session facilitator proposals. Based on experience, local knowledge, facilitation skills and cost, Liz Palmieri is the preferred candidate. Strategic Planning day provisionally planned for May 9th.

MOTION 20-08: Moved by B. Bible that the board accepts the recommended candidate Liz Palmieri as facilitator of the strategic planning session. **CARRIED.**

9.2. Board Vacancy Update – C. Simpson/D. Novak

The Clerk's Department has not advertised the library board vacancy despite numerous requests to do so, beginning January 9th, from the Library Board Chair and CEO.

ACTION: D. Novak to contact Lord Mayor to emphasize importance of this Library Board appointment to legislative compliance.

9.3. Service Delivery Review Update – C. Simpson/D. Novak

C. Simpson met with S. Randall, B. Talarico and the Deloitte team (via teleconference) on March 2nd to decide on the feasibility and prioritization of the service delivery opportunities. A final report is expected in early April.

10. New Business

10.1. Policy Committee Update – Policy Committee

- i. Policy Review Schedule
- ii. HR – 01 Human Resources Management
- iii. HR – 02 Job Descriptions & Specification
- iv. HR – 03 Recruiting – DEFERRED FOR CLARIFICATION
- v. HR – 04 Orientation, On-the-Job Training & Professional Development
- vi. GOV – 05 Policy Development

ACTION: Policy Committee members present agreed B. Knight would be the best choice as committee chair, D. Novak to ask her.

MOTION 20-09: Moved by B. Bible that policies are approved subject to caveats noted by policy committee members including an investigation into the impact of pay equity maintenance as it relates to HR-02 prior to the latter's finalization. **CARRIED.**

11. Other Business

11.1. Pandemic

- S. McCormack shared the joint message from the Niagara Falls Mayor and Niagara-on-the-Lake's Lord Mayor
- Board members discussed the current risk level of COVID-19 in the Niagara Region
- Wine & Words events for March and April have been cancelled
- L. Tait expressed concerns that with the closure of schools the library will become the default drop off location for parents

ACTION: C. Simpson to forward mayoral message to board members.

ACTION: Signs at entrance indicating lack of hand sanitizer and directions for proper hygiene

ACTION: All programming to continue with a reminder that attendees must only attend if they are healthy

ACTION: CEO to follow government directions as the situation progresses

ACTION: Library staff to contact D. Novak with Health and Safety concerns

11.2. Board Package Communication

Board members agreed that the preferred method of board document delivery is via email.

ACTION: All future board packages to be dispersed via email attachments.

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

D. Hunter recommended the library be included in the Shaw Guild newsletter publication.

S. McCormack encouraged C. Simpson to contact the Chamber of Commerce about their tourism strategy currently being developed as the Library may be able to included.

Some board reflections:

B. Bible looking forward to the strategic planning session. He feels that the board is working well together.

S. McCormack informed C. Simpson that he could arrange for a member of council to attend a lunch with a staff member for advocacy on April 23rd and to contact him to follow up.

R. Foster is impressed with how committed the board is to be doing what they say they are going to do.

13. Adjournment

MOTION 20-10: Moved by R. Foster that the meeting be terminated at 8:28 p.m. **CARRIED.**

Next meeting Wednesday, May 20th, 7:00 p.m., Rotary Room