



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

**Wednesday, May 20th, 2020, 7:00 p.m.
Virtual Meeting**

Last motion 20–10

1. Call to Order

A virtual meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:08 p.m.

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

Guests: Kevin Turcotte (Acting Operations Director)

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. Introductions

Kevin Turcotte, Town of Niagara-on-the-Lake Acting Operations Director was introduced.

5. Approval of Agenda

MOTION 20-11: Moved by L. Traficante that the agenda be approved. **CARRIED.**

6. Niagara Nursery School (NNS) Landscaping Plan – K. Turcotte

K. Turcotte reviewed the NNS tree removal and landscaping plan. C. Simpson detailed plans for simplifying the garden for lower maintenance due to J. Vanderburgh's imminent retirement.

ACTION: Board members to submit any further questions for K. Turcotte via L. Tait.

7. Approval of Consent Agenda

7.1. Library Board Meeting Minutes, March 12th, 2020 *

7.2. CEO Report *

7.3. Monthly Social Media Statistics *

7.4. May 15 Social Media Report *

7.5. E-Resource Statistics *

7.6. Correspondence *

C. Simpson provided a brief overview of financials.

C. Simpson provided a brief overview of Service Delivery Review Progress. More details will be provided at the June Board Meeting.

FOLLOW UP ACTION ITEM: CEO and Board Members to meet with town councilors to ensure they understand legislation; Stuart McCormack and Al Bisback to arrange meetings.

MOTION 20-12: Moved by D. Hunter that the consent agenda be approved. **CARRIED.**

8. Business Arising

8.1. Strategic Plan – C. Simpson

C. Simpson relayed Liz Palmieri's offer to conduct a virtual strategic planning session. Board members agreed times are too uncertain now and virtual set up is not ideal for strategic planning. To be reviewed again in a few months once we have more experience in this new reality.

8.2. Board Vacancy – D. Novak

D. Novak discussed the timeline for filling the board vacancy.

MOTION 20-13: Moved by S. McCormack that the Town Clerk in compliance with sections 11 and 12 of the Public Libraries Act, R.S.O. 1990, c. P.44 promptly post a notice advertising the Library Board vacancy, having regard to the specifications provided by the Library CEO. **CARRIED.**

ACTION: Library Board Council Representatives to follow up on board vacancy with the Lord Mayor.

9. New Business

9.1. Policy Update – Policy Committee *

i. HR – 13 Seniority

The current seniority policy was updated to reflect the impact of emergency leave on seniority and to identify seniority as a priority in layoff call backs.

MOTION 20-14: Moved by B. Knight that policy HR – 13 Seniority be approved as amended. **CARRIED.**

9.2. Emergency Closure Operations Update – C. Simpson *

C. Simpson reviewed library operations to date since the emergency closure. Details regarding staffing, collection development, programming, communication and budget were discussed. Feedback from the public was also reviewed.

9.3. Reopening Plan – C. Simpson *

C. Simpson reviewed the reopening plan. Exact dates are dependent on directives from the municipality and the province. As of today, the library is accepting returns and planning pickup and delivery service for June 1st. The facility will open to public in a limited capacity when permitted by the municipality and province.

9.4. Youth Corps – L. Tait

L. Tait addressed R. Foster's concept of a Youth Corps to engage and support youth locally during and after the pandemic. Library staff will discuss the concept with town staff, the Youth Advisory Committee and the Health and Wellness Committee when staffing is back to regular levels and committees begin meeting again.

10. Other Business

None

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

L. Traficante commented on positive feedback received about Tuesday Trivia and Kasia's livestreams.

S. McCormack asked about library staff's availability to present at Rotary Club Zoom meetings, particularly about Makery and library as a community hub.

B. Knight commended library staff for their quick actions in moving to online services for the community.

12. Closed Session

At 8:20 p.m. the following motion was read in open session:

MOTION 20-15: 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 8:28 p.m. the following motion was read in open session:

MOTION 20-16: Moved by B. Knight, that the board conveys its deep appreciation to the CEO, management and all library staff members for their commitment and actions to date during the town's declared state of emergency during the covid-19 pandemic. Their professionalism, adaptability and personal sacrifice are exemplary. The board depends on the staff's ongoing commitment and creativity in providing library services. **CARRIED.**

13. Adjournment

MOTION 20-17: Moved by L. Traficante that the meeting be terminated at 8:30 p.m. **CARRIED.**

** indicates document attachment*

Next meeting Wednesday, June 17th, 7:00 p.m.