



**NOTL PUBLIC LIBRARY BOARD MEETING MINUTES**  
**Wednesday, September 16<sup>th</sup>, 2020, 7:00 p.m.**  
**Library Rotunda**

**Last motion 20–23**

**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 (by phone), Allan Bisback (Councilor) David Hunter (Vice Chair), Betty Knight, Daryl Novak (Chair), Lisa Traficante

**Regrets:** Robin Foster

**Staff:** Sarah Bowers (Library Service Associate), Debbie Krause, (Community Engagement 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. Approval of agenda**

**MOTION 20-24:** Moved by D. Hunter that the agenda be approved. **CARRIED**

**5. Approval of Consent Agenda**

**5.1. Library Board Meeting Minutes, June 17th, 2020**

## **5.2. CEO Report**

## **5.3. Correspondence**

**MOTION 20-25:** Moved by L. Traficante that the consent agenda be approved. **CARRIED**

## **6. Business Arising**

### **6.1. Service Delivery Review Staff Response**

The CEO asked for clarification regarding the type of staff feedback required. A. Bisback clarified that the review was deferred by council until a new CAO is in place. The review was received with no action taken at this time given the library was one of only two municipal services rated above standard.

### **6.2. Meetings with Town Councilors Re. Public Library Legislation & Governance**

These meetings are on hold due to the COVID-19 pandemic.

### **6.3. HR – 02 Job Descriptions & Specifications**

Evaluating new or significantly modified job descriptions by the Town's Human Resources Generalist versus a committee was discussed.

**ACTION:** CEO to research gender-neutral job evaluation the appeal process specifically if the evaluation is performed by one person and not by committee.

### **6.4. Board Vacancy Appointments**

Town Council is expected to make the library board appointments at its September 28<sup>th</sup> meeting.

### **6.5. Strategic Planning**

The strategic planning session will be scheduled once the board vacancies have been filled.

## **7. Diversity Recruitment**

### **7.1. Board - A. Bisback/D. Novak**

The need to have a more demographically representative board was discussed.

**MOTION 20-26:** Moved by D. Hunter that the Niagara-on-the-Lake Public Library Board requests Niagara-on-the-Lake Town Council affirm the Selection Committee's recommended appointments of Stuart McCormack and Councilor Wendy Cheropita and further, as endorsed

by the Niagara-on-the-Lake Public Library Board, an additional library board member is requested and this new position is to be filled by a member of the Lord Mayor's Youth Advisory Council. **CARRIED.**

#### **7.2. Staff - D. Hunter/L.Tait**

L. Tait presented her report on the library's efforts to increase staff diversity.

**MOTION 20-27:** Moved by D. Hunter that the recommendations in the report be referred to the policy committee as the basis of a hiring policies review. **CARRIED.**

#### **8. Reopening Update - Staff**

Staff presented a reopening update highlighting in-person browsing hours, programming, services, staffing and infection control measures.

#### **9. 2020 Budget Update - C. Simpson**

C. Simpson reviewed the second quarter operating budget report noting revenue appears lower due to the municipal grant transfer which typically takes place at the end of the year. Expenses are also lower due to staff layoffs during the pandemic closure.

#### **10. Overdue Fines - C. Simpson**

C. Simpson presented her report recommending the elimination of overdue fines in 2021. Board members agreed to make this decision as part of the budgeting process and to remove this revenue line if appropriate. If the budget is approved, the library can announce going fine free starting in 2021.

#### **11. OP-22 Face Coverings - C. Simpson**

C. Simpson reviewed new policy OP – 22 Face Coverings based on regional and municipal face coverings by-laws.

**MOTION 20-28:** Moved by B. Knight that OP – 22 Face Coverings be approved. **CARRIED.**

## **12. Board Advocacy, Engagement & Inquiries - D. Novak**

B. Knight reported that 21 large boxes of children's books are being picked up by Abe Epp and shipped to two organizations, schools and orphanages. This is another demonstration of how Niagara-on-the-Lake is caring about farmworkers and their children. The Rotary Club in Niagara-on-the-Lake made a connection with Rotary in Jamaica whose members are picking up the shipment.

## **13. Other Business**

No other business reported.

## **14. Meeting Termination**

**MOTION 20-29:** Moved by L. Traficante that the meeting be terminated at 8:40 p.m.

**Next meeting Wednesday, October 21<sup>st</sup> 7:00 p.m.**