



## NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

Wednesday, October 21st, 2020, 7:00 p.m.  
Virtual Meeting

Last motion 20–29

### 1. Call to order

A virtual meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:10 p.m.

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

**Regrets:** Brice Bible

**Staff:** Nick Alaimo (Town of NOTL Deputy Treasurer), Christine Reganti (IT/Makery Assistant), 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

New board members Wendy Cheropita and Stuart McCormack were introduced. Library staff member Christine Reganti and Town staff member Nick Alaimo were also introduced.

### 5. Approval of agenda

**MOTION 20-30:** Moved by R. Foster that the amended agenda be approved. **CARRIED**

### 6. Approval of Consent Agenda

5.1. Library Board Meeting Minutes, September 16th, 2020

5.2. CEO Report

5.3. Correspondence

**MOTION 20-31:** Moved by D. Hunter that the consent agenda be approved. **CARRIED**

## **7. Business Arising**

### **6.1. HR-02 Job Descriptions & Specifications**

C. Simpson reported on the research she is currently doing regarding gender neutral job evaluation and one-person versus committee reviews of job descriptions.

### **6.2. Strategic Planning**

Board members discussed possible formats for the strategic planning session, the impact of the pandemic on these options, comfort levels with in-person sessions and the limitations of virtual sessions.

**ACTION:** C. Simpson to investigate options for in-person and virtual strategic planning sessions. C. Simpson to contact Liz Palmeiri about potential dates in mid-November.

### **6.3. Diversity Recruitment**

C. Simpson reported on town council's adoption of the library board's recommendations for library board appointments.

**ACTION:** D. Novak to remind the Lord Mayor about the appointment of a member from the Youth Advisory Committee to the Library Board with the stipulation they must be 18 years of age or older, in accordance with the Library Act.

## **8. Re-Opening Update**

L. Tait gave an update on the staff and public response to the library's re-opening.

**ACTION:** Library staff to provide an analysis report for the next board meeting with statistics on visits and attendance and recommendations to increase circulation in light of pandemic restrictions remaining in place for the foreseeable future.

## **9. Staff Update**

C. Simpson provided a staffing update and provided details of plans should the Niagara Region or province return to Stage 2. She also noted staff morale was generally good and staff and public have adapted well to pandemic restrictions. She further reported on a COVID-19 related staff work refusal which has been documented and resolved.

## 10.2020 Operating Budget Update - C. Simpson

C. Simpson reported on a possible surplus to the 2020 operating budget due mainly to salary savings from layoffs and a hardware reserve refund from the Libraries in Niagara Cooperative.

C. Simpson reported on the library's application for the FedDev grant covering COVID-19 related expenses for a total of almost \$20,000. Application results should be released next week.

**ACTION:** Library board to review receipt of grant money in a broader context at November board meeting.

## 11. Reserve Accounts Forecast

C. Simpson and N. Alaimo presented the reserve accounts forecast noting the computer and development reserves will be in a deficit position next year at the current rate of transfer.

**ACTION:** N. Alaimo to provide a one-page information report to board members on how the operating budget works as it relates to the reserves.

**MOTION 20-32:** Moved by D. Novak that a board finance committee be formed with three board members and C. Simpson and N. Alaimo acting as staff resource. **CARRIED**

S. McCormack, D. Hunter and L. Traficante were appointed to the board finance committee.

**ACTION:** Library Staff to review capital projects for possible removals and changes.

**ACTION:** Board finance committee to review reserve funds and report preliminary findings at November's board meeting.

**MOTION 20-33:** Moved by B. Knight to accept the Reserve Accounts Forecast Report recommendations including a review of the ten-year capital project schedule, review of the reserve transfer schedule and the need for increased transfers from the operating budget. **CARRIED.**

## 12. Fundraising Committee Update

D. Hunter reported on the addition of Peter Gill to the fundraising committee and summarized the recent committee meeting discussion which included planning and the role of board and staff. W. Cheropita recommended fundraising committee members attend a

meeting of the local chapter of the Niagara Community Foundation to build our relationship and keep the library top of mind in the chapter's local fundraising efforts.

**ACTION:** Board members to contact D. Hunter if they know a lawyer who would represent the interests of the library and assist donors with will changes.

**ACTION:** C. Simpson to arrange, with W. Cheropita, a presentation to the Niagara-on-the-Lake chapter of the Niagara Community Foundation.

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

D. Hunter and B. Knight provided a Jamaican Book Project update. The project is accepting donations for next year's shipment and hope to include Hamilton Public Library. NOTL Rotary has partnered and will pay for the shipment costs. D. Hunter to explore the possibility of partnering with local schools for their discarded books and a possible avenue for students to earn community hours.

D. Novak commented on the recent unsolicited positive editorial in The Lake Report about the library being engaging and unique.

### **14. Other Business**

No other business reported.

### **15. Meeting Termination**

**MOTION 20-34:** Moved by L. Traficante that the meeting be terminated at 8:36 p.m.

**Next meeting Wednesday, November 18<sup>th</sup>, 7:00 p.m.**