



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

Wednesday, November 18th, 2020, 7:00 p.m.
Virtual Meeting

Last motion 20–34

1. Call to order

A virtual meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:03 p.m.

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

Regrets: Lisa Traficante

Staff: 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. Approval of agenda

MOTION 20-35: Moved by B. Knight that the agenda be approved. **CARRIED**

5. Approval of Consent Agenda

5.1. Library Board Meeting Minutes, October 21st, 2020

5.2. CEO Report

5.3. Correspondence

MOTION 20-36: Moved by A. Bisback that the consent agenda be approved. **CARRIED**

6. Business Arising

6.1. HR-02 Job Descriptions & Specifications

D. Novak explained the history of this agenda item and the concern that one municipal employee is responsible for evaluating job descriptions and specifications instead of a committee and that library classifications could be compromised.

C. Simpson reported library policy HR – 02 Job Descriptions & Specifications will be updated with the following note from the Human Resources Appendix of the Memorandum of Understanding between the Town and the Library to ensure jobs are evaluated by library staff as well as the Town’s Human Resources Generalist;

Human Resources advice and support are non-binding, and all decisions will continue to be made by the Library Board and staff.

R. Foster expressed the need to look at external and internal comparators to ensure that the library is able to recruit the best employees.

6.2. Diversity Recruitment

D. Novak discussed his follow up with Lord Mayor Disero regarding the appointment of a library board member from the Lord Mayor’s Youth Advisory Council. The committee has few members and all are under the age of 18 which does not meet the age requirement for public library board membership. Board members discussed options for filling the need for youth representation on the board. The board agreed not to advertise for a youth representative as offered by the Town Clerk.

MOTION 20-37: Moved by R. Foster that the Niagara-on-the-Lake Public Library Board would like to engage a volunteer youth observer to participate regularly in Board meetings to provide a youth perspective. The process for recruitment of the individual will be open and transparent and will include a broad circulation of the volunteer role description.

CARRIED.

ACTION: C. Simpson to recruit a library board youth observer through in-library advertising, social media posts and advertisements at post-secondary schools.

6.3. Planned Giving Update

The Fundraising Committee is scheduled to meet with Bryan Rose, Executive Director of the Niagara Community Foundation, on November 20th to prepare for a presentation to the Niagara-on-the-Lake Fund Committee early in 2021.

6.4 Tourism Recovery Grant

The library’s application for the Tourism Recovery Grant was not successful for the following reasons as outlined by K. Freeborn, Corporate Services Director:

- Grant program was over-subscribed
- Library was out of scope under eligible activity
- Library’s main funding source (tax dollars) was not impacted
- Library is running a potential surplus

C. Simpson reported that to date, the Town Treasurer has forwarded information on one

other grant program for which the library may be eligible.

7. Re-Opening Update

L. Tait presented her re-opening update which included statistics on in-person visits, curbside pickup, programming and circulation of physical items and e-resources. R. Foster expressed on behalf of the board that they support any changes in services the library staff need to make to follow public health guidelines.

8. Finance Committee Update

8.1. 2021 Draft Budget

S. McCormack summarised the minutes of the Finance Committee's meeting and presented the first draft of the 2021 budget with C. Simpson.

ACTION: C. Simpson and the finance committee to review:

- "What if" scenarios for the 2021 staffing budget aligned with different phases of opening
- How much of the 2020 variance should be reasonably allocated to reserves and how much could be spent on projects with a list of suggested projects
- Preparation and information for the board's 2021 budget presentation to council

8.2. Revised Capital Projects

C. Simpson explained the rationale behind the revised capital projects and replacement schedule.

8.3. Revised Reserve Forecast

D. Hunter reviewed the revised reserve forecast and the need for the Town to increase the Library's operating grant to fund increased operating transfers to the development and computer reserves.

9. Strategic Planning Session

C. Simpson presented her recommendation for a virtual strategic planning session on January 13th from 7:00 to 9:00 p.m. to be facilitated by Liz Palmieri. Board members requested that meeting be held earlier in the day. C. Simpson to confirm times with Liz Palmieri and board member L. Traficante.

10. 2021 Board Meeting Dates

C. Simpson reviewed the 2021 recommended board meeting dates. Board members expressed the need for a meeting in August to allow time for 2022 budget review and planning.

August 18th was added to schedule as a placeholder if an extra meeting is deemed necessary in 2021.

MOTION 20-38: Moved by R. Foster that the amended 2021 meeting schedule be adopted.

CARRIED

11. Board Advocacy, Engagement & Inquiries

B. Knight and D. Hunter provided an update on the progress of the Books for Jamaica project and how they are continuing to collect for next year's delivery.

12. Other Business

There was no other business to report.

13. Staff Update – In Camera

At 9:00 p.m. the following motion was read in open session:

MOTION 20-39: Moved by B. Knight, 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 9:10 p.m. the following motion was read in open session:

MOTION 20-40: Moved by S. McCormack, that the Library Board rise from closed session with no report. **CARRIED**

14. Meeting Termination

MOTION 20-41: Moved by W. Cheropita that the meeting be terminated at 9:15 p.m. **CARRIED**

Next meeting Wednesday, December 2nd, 7:00 p.m.

Strategic Planning Session, Wednesday, January 13th, 4:30 p.m.