



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

Wednesday, February 17th, 2021, 7:00 p.m.
Virtual Meeting

Last motion 21-02

1. Call to Order

A virtual meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:02 p.m.

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

Regrets: None

Guests: Marnie Cluckie (Town of NOTL CAO)

Staff: Sarah Bowers (Technical Services Coordinator), Debbie Krause (Community Engagement Coordinator), Christine Reganti (IT/Makery Assistant), Cathy Simpson (CEO), Laura Tait (Manager)

2. Deputations

No deputations were received.

3. Introductions

Board members and library staff introduced themselves to recently appointed Town of Niagara-on-the-Lake Chief Administrative Officer, Marnie Cluckie.

4. Declaration of conflict of interest

No conflicts of interest were declared.

5. Approval of agenda

MOTION 21-03: Moved by B. Knight that the agenda be approved. **CARRIED**

6. Approval of Consent Agenda

6.1. Library Board Meeting Minutes, Nov 18th, 2020

6.2. Special Finance Committee Meeting Minutes, Dec 2nd, 2020 & Jan 4th, 2021

6.3. CEO Report

6.4. Correspondence

MOTION 21-04: Moved by B. Bible that the consent agenda be approved. **CARRIED**

7. Business Arising

7.1. HR-02 Job Descriptions & Specifications

B. Knight reported that the policy needs further review and revisions by the policy committee.

7.2. Diversity Recruitment

C. Simpson requested clarification from the board regarding the youth participant's volunteer role description. C. Simpson and L. Tait recommended forming a Youth Advisory Group with the new student page employees and volunteers.

MOTION 21-05: Moved by D. Hunter, overriding MOTION 20-37 of November 18, 2020, that C. Simpson and staff establish a Youth Advisory Group. The Youth Advisory Group is encouraged to attend board meetings and once a year required to present to the board updates and suggestions for attracting and engaging youth. **CARRIED.**

7.3. Planned Giving Update

D. Hunter updated the board regarding his and C. Simpson's meeting with Niagara Community Foundation Executive Director Bryan Rose. The library is well poised to launch planned giving and will tie it in to the strategic plan. D. Hunter will report back to the board in two months on the staff resources required to proceed.

8. Municipal Update

M. Cluckie introduced herself, shared some of her background, reported on the status of the Niagara Nursery School (NNS) construction and the timeline for completing the memorandum of understanding (MOU) between the library and town. The NNS construction is on schedule and currently in the framing stage. M. Cluckie and C. Simpson will begin working on the MOU in March.

9. Grant Opportunities

L. Tait and D. Krause reviewed their report regarding student employment, equipment and program grants. The budget for student opportunities will be funded from the part-time salaries budget line.

10. 2020 Statistics

S. Bowers reviewed year-end statistics for 2020. Board members recommended reviewing Deloitte's recommended key performance indicators and looking for any additions to our statistics collection.

11. Library Community Update

D. Novak provided an update on the Ontario Library Boards' Association and the Southern Ontario Library Service (SOLS). SOLS is merging with Ontario Library Service North in April and L. Traficante has agreed to be our board representative again. D. Novak also discussed the potential merger of the Lincoln and Pelham public library systems. C. Simpson provided an update on the expansion of the Libraries in Niagara Cooperative which now has 11 members, the decision not to attend this year's Ontario Library Association Superconference and the departure of the Federation of Ontario Public Libraries Executive Director, Stephan Abrams.

12. Finance Committee Next Steps

S. McCormack presented his recommendations for the role of the board's finance committee going forward. At the next board meeting, the committee will bring forward their draft Terms of Reference. The Finance Committee will meet one week before every board meeting to provide accurate updates throughout the year.

13. Strategic Planning Update

C. Simpson provided an update on the strategic planning process. Facilitator Liz Palmieri is compiling the survey results. These results will inform the new strategic directions which is the next step in the process and will be presented at the March board meeting. More board meetings may be needed to expedite the process.

14. Board Advocacy, Engagement & Inquiries

D. Novak reported on the library's presentations to the town's audit & finance committee and council and the follow up newspaper articles. Board members expressed disappointment regarding town council's decision, at their January 27th meeting, to reduce the library's 2021 operating grant by an amount equivalent to 75% of the 2020 operating surplus. Board members also shared concerns about how the impact of town council's decision to reduce the operating grant will impact future library budgets.

15. Other Business

15.1 Chair & Vice-Chair Elections

MOTION 21-06: Moved by R. Foster that D. Novak and D. Hunter continue their respective appointments as Chair and Vice-Chair for the remaining term of the library board. **CARRIED**

16.Meeting Termination

MOTION 21-07: Moved by L. Traficante that the meeting be terminated at 9:10 p.m. **CARRIED**

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