



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

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

Last motion 21-07

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), Lisa Traficante

Regrets: None

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 21-08: Moved by D. Hunter that the agenda be approved. **CARRIED**

5. Approval of Consent Agenda

5.1. Library Board Meeting Minutes, Feb 17th, 2021

An amendment was requested to document the board's debrief of the January 27th Town Council presentation and the expressions of disappointment regarding Town Council's decision to reduce the 2021 operating grant by an amount equivalent to 75% of the 2020 operating surplus.

5.2. CEO Report

5.3. Correspondence

ACTION: A review of media coverage to be added to the “Correspondence” consent agenda item in each meeting information package.

MOTION 21-09: Moved by B. Bible that the consent agenda be approved. **CARRIED**

6. Staff & Reopening Update

L. Tait reported on the recent hiring of three student pages and two part-time Library Service Associates (LSAs). The student pages are Hope Mercer, Jacqueline Lalonde and Tannin Driedger-Bradshaw. The LSAs are pre-school programmer Rachel Willekes and teen programmer Adrianna Polito. L. Tait also reviewed details of the library’s reopening this week which is limited to computers by appointment and in-person browsing. Curbside pickup and all virtual programming continues.

7. Policy Committee

7.1. HR – 02 Job Descriptions & Specifications

B. Knight reviewed the updates to policy HR – 02 including the removal of the “Motivational Content” section and updates to the “Maintenance of Job Descriptions” section.

MOTION 21-10: Moved by B.Knight that policy HR – 02 Job Descriptions & Specifications be accepted as presented. **CARRIED**

8. Finance Committee

S. McCormack reported on the Finance Committee’s work to date including opening a bank account in the library’s name, reviewing the library’s endowment funds with the Niagara Community Foundation and quarterly budget reports. S. McCormack presented the Finance Committee proposed terms of reference.

ACTION: First quarter operating budget variance report to be presented at the May 2021 library board meeting.

ACTION: Details of the town’s role in the preparation of library financial documents to be included in the memorandum of understanding.

MOTION 21-11: Moved by S. McCormack that Finance Committee’s terms of reference be adopted. **CARRIED**

MOTION 21-12: Moved by R. Foster that S. McCormack be appointed chair of the Finance Committee. **CARRIED**

9. Strategic Planning Update

D. Novak reviewed the draft strategic plan and C. Simpson reported staff feedback.

ACTION: C. Simpson to collate board input and recommended changes and circulate the revised plan to the board before the May meeting.

10. Board Advocacy, Engagement & Inquiries

- A. Bisback recommended notifying town council members about upcoming board meetings and sending them meeting agendas as an effective form of advocacy.
- W. Cheropita advised inviting councillors to the next strategic plan review meeting.

11. Other Business

D. Novak acknowledge Robin's recent accomplishments and agreed to pass on congratulations from all board members.

12. Meeting Termination

MOTION 21-13: Moved by L. Traficante that the meeting be terminated at 8:13 p.m.

Next meeting Wednesday, May 19th, 7:00 p.m.