



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

Wednesday, August 18th, 2021, 7:00 p.m.
Virtual Meeting

Last motion 21–21

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

Guests: Diane Fahlman (Fundraising Consultant), Kyle Freeborn (Town of NOTL Finance Director), Peter Gill (Planned Giving Team Member)

Staff: Sarah Bowers (Technical Services 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. Introductions

5. Approval of agenda

MOTION 21-22: Moved by A. Bisback that the agenda be approved as amended **CARRIED**

6. Approval of Consent Agenda

6.1. Library Board Meeting Minutes, June 16th, 2021

6.2. CEO Report

6.3. Correspondence

6.4. Media Coverage

C. Simpson highlighted the work of summer reading students Shaantih Sukhai and Colin Fellows who are finishing this week and the ongoing work of the Migrant Worker Resource student Mariana van Berkum and student gardener Elyse Panici.

ACTION: D. Novak's interview with the Lord Mayor to be added to the Media Coverage report.

ACTION: W. Cheropita recommended that a formal thank you be sent to the Communities in Bloom committee volunteers. D. Novak suggested a brochure for the library garden be produced for the September 11th Garden tour.

MOTION 21-23: Moved by S. McCormack that the consent agenda be approved. **CARRIED**

7. Financial Update

7.1. 2021 Operating Budget Forecast

7.2. Reserves Forecast

7.3. Bank Account

7.4. 2022 Budget

S. McCormack reviewed the work of the Finance and Audit Committee from their August meeting. K. Freeborn advised being cautious about forecasting an operating budget surplus and recommended waiting until later in the year to review. K. Freeborn presented options to address the reserve accounts deficits, bank account options and the 2022 budget schedule. K. Freeborn advised that 2022 will be another challenging budget year.

The board discussed the need to keep the same accounts receivable and payable systems once the library has its own bank account in order to limit the impact on staff time. The systems in place between the library bank accounts and the municipal finance departments in the towns of Grimsby and Lincoln were reviewed as good models.

S. McCormack reported on the items that should be considered in the context of the 2022 budget.

- Part-time donations and investment income
- Reserves transfer
- Transaction descriptions
- Planning for development charges review

ACTION: Finance & Audit Committee tasked with preliminary review of 2022 budget planning.

MOTION 21-24: Moved by S. McCormack that the CEO and the Chair or Vice-Chair be designated signing authority for the library's bank account. **CARRIED AS AMENDED.**

8. Business Arising

8.1. Little Free Libraries

C. Simpson reported the Town is allowing the installation of a Little Free Library book exchange in the park adjacent to the St. David's fire hall where the library offers self service and a book exchange. A. Bisback noted that another location has been installed on Shakespeare Avenue.

8.2. Discussions with CAO

C. Simpson reported on discussions with the town CAO regarding lack of notification about roadwork outside the library, delayed feedback from the Emergency Control Group regarding the library's use of a tent for outdoor programming and the misrepresentation by the media of town and library endorsement of Little Free Libraries. C. Simpson is satisfied these issues have been addressed appropriately by town staff and changes to the town's senior management meetings will result in better communication.

9. Fundraising Overview

D. Fahlman presented an overview of fundraising from her extensive experience working as a professional fundraiser for hospices in Ottawa and Niagara. She identified several opportunities to promote planned giving and volunteered to identify constituent donor groups.

10. Planned Giving Update

D. Hunter reviewed the updated planned giving package and the plan to roll out the program to the public.

ACTION: All board members to have access to printed copies of planned giving materials as needed to use in discussion with potential donors.

ACTION: D. Hunter to finalize planned giving launch with library staff.

11. Strategic Plan Update

C. Simpson presented the strategic plan slide show that will be presented to Town Council at the August 23rd Committee of the Whole meeting.

12. Advocacy, Engagement & Inquiries

D. Novak reported on his guest appearance on the Lord Mayor's livestream.

13. Other Business

13.1. Garden Redesign Budget

C. Simpson updated the board on the garden clean up and requested direction regarding the budget for the redesign. C. Simpson will bring forward plans and quotes for the redesign at the September board meeting.

13.2. Status of Memorandum of Understanding

C. Simpson meeting with M. Cluckie on August 31st and an update will be provided at September's board meeting.

13.3. In-person Meetings

D. Novak reported that unless there are changes to public health guidelines, September's board meeting will be held in person.

14. Human Resources Update

14.1. Closed Session

At 8:58 p.m. the following motion was read in open session:

MOTION 21-25: Moved by W. Cheropita, 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 9:09 p.m. the following motion was read in open session:

MOTION 21-26: Moved by R. Foster, that the Library Board rise from closed session with no report. **CARRIED.**

15. Meeting Termination

MOTION 21-27: Moved by L. Traficante that the meeting be terminated at 9:11 p.m.

Next meeting Wednesday, September 15th, 7:00 p.m.