



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

Tuesday, October 19th, 2021, 7:00 p.m.

Last motion 21–35

1. Call to Order

A regular meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:08 p.m.

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

Staff: Sarah Bowers (Technical Services Coordinator), Debbie Krause (Community Engagement 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. Approval of agenda

MOTION 21-36: Moved by D. Hunter that the agenda be approved as amended. **CARRIED**

5. Approval of Consent Agenda

5.1. Library Board Meeting Minutes, September 15th, 2021

5.2. CEO Report

5.3. Correspondence

5.4. Media Coverage

MOTION 21-37: Moved by S. McCormack that the consent agenda be approved. **CARRIED**

6. Business Arising

6.1. Memorandum of Understanding

C. Simpson reported on the status of the Memorandum of Understanding (MOU) with the Town of Niagara-on-the-Lake (the Town). The next review meeting is scheduled for October 26th after which appendices will be sent to appropriate staff for review.

6.2. Vaccination Policy/Vaccine Passport

C. Simpson reported the Town has adopted a vaccination policy and library vaccination policy will be presented at the next board meeting.

6.3. Donation Procedure Review

C. Simpson reported staff will be meeting with fundraising consultant Diane Fahlman on November 12th to review current donation procedures.

7. Policy Update

7.1. FUND – 01 Purpose, Scope & Administration

7.2. FUND – 03 Partnerships & Sponsorships

7.3. Donor Recognition

B. Knight reported on changes to the Fundraising policies. FUND – 02 will be reviewed next by the Policy Committee with input from Diane Fahlman and will include conversations around how donors should be formally recognised.

MOTION 21-38: Moved by B. Knight that policies FUND – 01 and FUND – 03 be approved.
CARRIED.

8. Finance Update

8.1. 2021 Budget Update

8.2. 2022 Operating & Capital Budgets

S. McCormack reported on progress with 2022 budget planning:

- The committee used actuals from 2018 and 2019 to aid with their planning as 2020 and 2021 were anomalous due to the pandemic.
- The committee reviewed each line item of the budget.
- C. Simpson highlighted the impact of a recent insurance cost increase and the potential impact of delays in the Town's adoption of a new development charges by-law.

The board reviewed and discussed the 2022 operating and capital budgets and developed the following actions:

ACTION: C. Simpson to discuss 2021 legal obligations with K. Freeborn.

ACTION: C. Simpson to reschedule library budget presentation to the Town's Audit & Finance Committee to November 19th.

ACTION: The 2022 operating budget presentation to include the following:

- Current year forecast

- Library accomplishments, growth statistics and community engagement and impact
- 2022 operating budget
- Reserve forecast

MOTION 21-39: Moved by S. McCormack to adopt the 2022 operating budget as presented.
CARRIED.

9. Planned Giving Next Steps

D. Hunter reported on the history of the planned giving committee and thanked staff for their work over the past few years. Planned Giving is launching this week as part of Ontario Library Week. Planned giving donors D. Hunter, D. Novak and Peter Gill are to be featured in local papers. D. Hunter recommended:

- Fundraising responsibilities move to the Finance & Audit Committee
- Fundraising goals determined
- Fundraising committee formed by next board

10. Fundraising Update

L. Tait and D. Krause reported on the \$75,000 additional funds raised by staff this year through donations and grants.

11. 2022 Library Board Meeting Dates

C Simpson and D. Novak to present revised 2022 board meeting schedule with seven requisite meetings and optional meetings at November's board meeting.

12. Advocacy, Engagement & Inquiries

- D. Novak and D. Hunter spoke with reporters on Friday October 15th about planned giving and will be featured in this week's local newspapers
- B. Knight hosted a dinner party for board members

13. Other Business

- W. Cheropita reported on a presentation to council by a Simcoe Street resident about a proposed community park behind the library and community centre and advised C. Simpson to contact Kevin Turcotte to ensure library input
- Board members to have a group photo taken to commemorate return to in-person meetings

14. Meeting Termination

MOTION 21-40: Moved by L. Traficante that the meeting be terminated at 8:44 p.m.

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