



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

Wednesday, September 15th, 2021, 7:00 p.m.
Virtual Meeting

Last motion 21–27

1. Call to Order

A virtual meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:05 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), 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 21-28: Moved by B. Knight that the agenda be approved as amended. **CARRIED**

5. Approval of Consent Agenda

5.1. Library Board Meeting Minutes, August 18th, 2021

5.2. CEO Report

5.3. Correspondence

5.4. Media Coverage

C. Simpson highlighted the success of the summer reading program, the public's positive reaction to in-person programming and the great work of staff at the migrant workers' hub. B. Knight requested the addition of weekly check in meetings with gardener Elyse be listed on the CEO report.

MOTION 21-29: Moved by L. Traficante that the consent agenda be approved. **CARRIED**

6. Finance & Audit Committee Update

S. McCormack reviewed the Finance & Audit Committee's progress on 2022 budget planning:

- Document to be prepared reflecting average actuals of 2018 & 2019 for comparison with proposed 2022 budget.
- Programming costs to be reviewed after the budget process.
- Staff to review and provide projected estimates of potential surplus.
- Staff to compile list of 2021 projects and corresponding costs for possible deployment of surplus and develop business cases for the same.

ACTION: Finance and Audit committee to meet Wednesday September 22nd to review first draft of proposed 2022 budget.

7. Business Arising

7.1. Garden Redesign

C. Simpson updated the board on the garden clean up and plan to complete the redesign over the winter and begin landscaping work in the spring.

7.2. Memorandum of Understanding

C. Simpson reported on her August 31st meeting with Town CAO M. Cluckie. After a subsequent meeting on October 26th the MOU draft will be sent to respective staff for review. The draft will then be finalised at a November meeting and presented to the Board in December for approval.

ACTION: C. Simpson to discuss board approval and input process with M. Cluckie.

7.3. Strategic Plan Update

C. Simpson provided details about her presentation to council, follow up response to Councillor O'Connor's question and column featuring the strategic plan in the September 8th edition of The Local.

7.4. Planned Giving Update

D. Hunter reviewed the planned giving program schedule including staff training and board responsibilities. The program will launch during Ontario Public Library Week, October 17 to 23.

ACTION: D. Hunter to bring forward discussion about donor levels and recognition to the October Board meeting.

8. Vaccination Policy/Vaccine Passport

C. Simpson reported a municipal vaccination policy is being developed and vaccine passports are not required to access public libraries.

MOTION 21-30: Moved by A. Bisback that everyone on this board declare themselves to be double vaccinated. **CARRIED**

MOTION 21-31: Moved by R. Foster that in the interest of protecting staff, the Niagara-on-the-Lake Public Library Board recommends all staff, volunteers and interns be fully vaccinated. **CARRIED.**

9. Advocacy, Engagement & Inquiries

R. Foster reported on a visit to the Migrant Workers Hub on September 2nd and passed on her accolades to library staff.

S. McCormack asked if board members could receive greater advance notice for attending the migrant workers hub event and asked about the progress of the report from the Migrant Worker Resource Assistant. L. Tait reported that student Mariana van Berkum is with the library until mid-December and expects the report to be ready within the next month.

D. Hunter reported on the Books for Jamaica shipment progress and the excitement around St. Catharines Public Library now being a contributor to the project.

D. Novak reported on dispensing flyers about the library garden on his stop of the Shaw Garden Tour.

10. Other Business

MOTION 21-32: Moved by S. McCormack that Diane Fahlman be requested to meet with library staff at a mutually convenient time to review current procedures regarding donations and make recommendations with respect to same with Board and/or staff. **CARRIED**

C. Simpson reported in response to A. Bisback's query that full-time staff have been included in the town's Truth and Reconciliation Online Awareness training.

11. Closed Session

At 8:05 p.m. the following motion was read in open session:

MOTION 21-33: Moved by S. McCormack, 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 8:34 p.m. the following motion was read in open session:

MOTION 21-34: Moved by D. Hunter, that the Library Board rise from closed session with no report. **CARRIED.**

12. Meeting Termination

MOTION 21-35: Moved by L. Traficante that the meeting be terminated at 9:11 p.m.

Next meeting Wednesday, October 20th, 7:00 p.m.