



NOTL PUBLIC LIBRARY BOARD MEETING DRAFT MINUTES

Wednesday, March 16th, 7:00 p.m.

Last motion 22-08

1. Call to Order

A regular meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:04 p.m.

Present: Allan Bisback (Councilor), Robin Foster, Betty Knight, Stuart McCormack, Daryl Novak (Chair)

Absent: Wendy Cheropita (Councilor)

Regrets: Dave Hunter, Lisa Traficante

Staff: 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 22-09: Moved by B. Knight that the agenda be approved. **CARRIED.**

5. Approval of Consent Agenda

5.1. Library Board Meeting Minutes, February 16th, 2021

5.2. CEO Report

5.3. Correspondence

5.4. Media Coverage

5.5. Policies

MOTION 22-10: Moved by S. McCormack that the consent agenda be approved. **CARRIED.**

6. Staff Update & Introduction

L. Tait's staff update included details of three recent hires; Makerspace Facilitator Aedan Johnston, Adult Page Michael Rifkin and Library Service Associate (LSA) Kostyn Petrunick. Her report also included two internal position changes; a new Marketing & Communications LSA position filled by Kasia Dupuis (formerly Children's LSA) and the existing Children's LSA position filled by Adrianna Polito (formerly LSA).

7. Business Arising

7.1. Memorandum of Understanding (MOU)

The MOU review meeting between C. Simpson and M. Cluckie was postponed until March 15th. Two municipal departments are still reviewing the corresponding schedules for consistency. CAO responded favourably to the addition of a board recruitment appendix. A final draft of the MOU will be ready for review at the May board meeting.

ACTION: Board members to receive draft MOU at least 10 days before May board meeting.

8. Public Health Measures Update

C. Simpson recommended maintaining the employee vaccination policy and ending the visitor mask mandate when lifted by the province on March 21st. The library board continues to follow municipal guidance on public health measures to the extent it is prudent to do so.

9. Board Member Recruitment Committee

D. Novak reviewed plans to form a board member recruitment committee and agreed to wait until the May meeting to appoint committee members to ensure more members are present for nominations.

ACTION: Previous recruitment materials to be provided to board members before the May meeting.

10. Concept Garden

Members of the concept garden committee are meeting March 17th to discuss a possible presentation to the municipal Committee of the Whole. The presentation will emphasize consultations with all interested parties and the need for a green space master plan for the area behind the Community Centre and Library.

11. Finance Committee Update

S. McCormack provided a verbal summary of the finance committee's March 9th meeting including: the recommendation not to pursue a separate financial audit; first draft of the financial legacy document; 2021 operating budget year-end and the creation of comprehensive financial statements for 2021; reserves shortfalls and a federal funding contribution for upcoming self-service capital projects.

MOTION 22-11: Moved by R. Foster that the library does not pursue a separate financial audit.
CARRIED.

MOTION 22-12: Moved by S. McCormack that capital project C01430 – St. David's Self-Service Upgrade be moved from 2023 to 2022 to qualify for a federal funding contribution.
CARRIED.

12. Advocacy, Engagement & Inquiries

B. Knight reported on a new partnership with Canadian organization Food for the Poor which has agreed to distribute our book donations to schools throughout Jamaica.

C. Simpson noted that advocacy for libraries should be considered with the upcoming provincial election.

A. Bisback requested the inclusion of board member financial responsibilities in policy GOV-03 Duties and Responsibilities of Individual Board Members.

ACTION: Policy Committee to review GOV-03 for inclusion of board member financial responsibilities.

13. Other Business

There was no other business to report.

14. Meeting Termination

MOTION 22-13: Moved by A. Bisback that the meeting be terminated at 8:15 p.m.

Next meeting May 18th, 7:00 p.m. in the Rotary Room.