



## NOTL PUBLIC LIBRARY BOARD MEETING DRAFT MINUTES

Wednesday, May 18<sup>th</sup>, 7:00 p.m.

Last motion 22-13

### 1. Call to Order

A regular meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:00 p.m.

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

**Staff:** 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 22-14:** Moved by S. McCormack that the agenda be approved. **CARRIED.**

### 5. Approval of Consent Agenda

#### 5.1. Library Board Meeting Minutes, March 16<sup>th</sup>, 2021

#### 5.2. CEO Report

#### 5.3. Media Coverage

C. Simpson noted Niagara-on-the-Lake Town Council (town council) recently approved the town employee bargaining agreement which is applied to library staff to maintain pay equity. The new agreement runs for two years from January 2022 to December 2023 and includes a salary increase of 2% in 2022 and 2.5% in 2023.

**MOTION 22-15:** Moved by L. Traficante that the consent agenda be approved. **CARRIED.**

## **6. Business Arising**

### **6.1. Memorandum of Understanding (MOU)**

The draft MOU is currently being edited for style by staff in the CAO's office. Due to municipal staff shortages, input for Schedule H: Building Services is still outstanding. A final draft of the MOU will be ready for review at the June board meeting.

### **6.2 Concept Garden Update**

B. Knight reported the concept garden presentation to town council was well received. The Lord Mayor passed a motion to include the concept garden committee in future discussions about the green space behind the library/community centre and the recreation master plan. The timeline for the plan is 18 to 24 months although A. Bisback indicated this timeline may be shortened.

**ACTION:** Concept garden to be included in board legacy document.

**ACTION:** CEO to ensure ongoing concept garden dialogue with town.

## **7. Policy Committee Update**

### **7.1. OP-10 Children's & Youth Services**

### **7.2. OP-20 Public Libraries & Political Elections**

### **7.3. BL-07 CEO Selection & Hiring**

**MOTION 22-16:** Moved by B. Knight that policies OP-10, OP-20 and BL-07 be approved as amended. **CARRIED**

## **8. Finance Committee Update**

S. McCormack reported the Finance Committee is working with town staff on simplified library financial statements which will be available in early July for our review. These statements will be included in the financial legacy document which is nearing completion.

Work is also taking place on a reserves deficit presentation to raise awareness of the situation to the current and next town councils.

## **9. Board Member Recruitment Committee**

D. Novak requested two board member volunteers to work with him and the CEO on new board recruitment materials and plans. W. Cheropita recommended supplying library board member selection criteria to the town's next board selection committee and contacting Next

Niagara for advice on recruiting younger board members. R. Foster emphasized the need for a more diverse board including back-up candidates.

**MOTION 22-17:** Moved by S. McCormack that D. Novak, C. Simpson, D. Hunter and R. Foster be appointed to the Board Member Recruitment Committee. **CARRIED**

**ACTION:** CEO to arrange first meeting of the Board Member Recruitment Committee as soon as possible.

## **10. Community Partnerships**

D. Krause presented her Community Partnerships report which was prompted by a community member's request to purchase internet hotspots for migrant workers. She recommended the board discuss the broader issue of community partnerships and establish a guiding policy in regard to individuals and groups using the library's unique status and resources.

Board advised staff on reviewing and revising the internet hotspot distribution model before agreeing to fund more internet hotspots.

**ACTION:** Staff to report back with revised internet hotspot rotation model for the board's information.

## **11. Secretary/Treasurer Appointment**

**MOTION 22-18:** Moved by B. Knight that C. Simpson be appointed Secretary/Treasurer to the Niagara-on-the-Lake Public Library Board. **CARRIED**

## **12. Advocacy, Engagement & Inquiries**

B. Knight and D. Hunter reported on the collection of 1,410 books from Niagara regional public libraries for shipment to Jamaica.

W. Cheropita reported on meeting with Ron Clavier to discuss youth mental health and proposed a presentation by R. Clavier on this topic to the library board.

## **13. Other Business**

There was no other business to report.

#### **14. Meeting Termination**

**MOTION 22-19:** Moved by L. Traficante that the meeting be terminated at 8.33 p.m.

**Next meeting June 15<sup>th</sup>, 7:00 p.m. in the Rotary Room.**