



NIAGARA ON THE LAKE  
PUBLIC LIBRARY

**NOTL PUBLIC LIBRARY BOARD MEETING DRAFT MINUTES**

**Wednesday, November 16<sup>th</sup>, 2022, 7:00 p.m.**

**Last motion 22-28**

**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:** Robin Foster, Dave Hunter (Vice Chair), Stuart McCormack, Daryl Novak (Chair), Lisa Traficante

**Regrets:** Wendy Cheropita (Councilor), Betty Knight

**Absent:** Allan Bisback

**Staff:** Sarah Bowers (Technical Services Coordinator), Cathy Simpson (CEO)

**2. Deputations**

No deputations were received.

**3. Declaration of conflict of interest**

No conflicts of interest were declared.

**4. Approval of agenda**

**MOTION 22-29:** Moved by L. Traficante that the agenda be approved as amended. **CARRIED.**

**5. Approval of Consent Agenda**

**5.1. Sep 21 2022 Board Meeting Draft Minutes**

**5.2. September CEO Report**

**5.3. October CEO Report**

**5.4. September Media Coverage Report**

**5.5. October Media Coverage Report**

## 5.6. Correspondence

The CEO noted the first full staff development day in two years was held on October 7<sup>th</sup> and was very successful. She also noted the library's annual Public Library Operating Grant and Pay Equity application were submitted on October 4<sup>th</sup> and should have been included in the CEO report under "Administration".

S. McCormack requested a spelling correction to the September minutes in the action item under 8.1 Draft Financial Legacy Report.

**MOTION 22-30:** Moved by S. McCormack that the consent agenda be approved. **CARRIED.**

## 6. Business Arising

### 6.1. Memorandum of Understanding

The CEO reported the latest version of the MOU was not forwarded by the CAO as requested on October 26<sup>th</sup>.

**ACTION:** D. Novak and CEO to discuss approaching Lord Mayor Zalepa regarding the approval of the MOU.

**ACTION:** S. McCormack to discuss MOU approval with town councillors Garry Burroughs, Wendy Cheropita and Irvin Weins.

### 6.2. Part-Time Staff Benefits Update

The CEO explained that due to the high cost of traditional health benefit plans and the large administrative fee for the pre-paid credit card plan, further options, including the Chambers of Commerce Group Insurance Plan, are being considered. She further explained a final option is unlikely to be chosen in time for 2023 budget so recommends allocating \$1,000 for each part-time employee and administering the benefits plan in-house until a permanent plan is chosen. There are four part-time employees making the total cost \$4,000 in 2023.

After considering the CEO's recommendations, board members discussed the following issues:

- Value of benefits is usually a percentage of an employee's annual salary
- Part-time staff could be paid a one-time \$1,000 bonus in lieu of benefits to avoid the complication of administering benefits in-house
- One-time bonus would have to be explained to all staff so full-time staff understand the purpose of the bonus

**ACTION:** CEO to consider issues discussed and bring back an updated recommendation to the December board meeting.

### **6.3. 2023 Budget**

The CEO met with K. Freeborn to review the library's 2023 budget. K. Freeborn confirmed the library's 2023 operating and capital budgets can be submitted to the town after the board's December meeting.

**ACTION:** CEO to set up Finance Committee meeting and invite N. Alaimo to finalize the 2023 operating and capital budgets for presentation at the December board meeting.

### **6.4. Action Items**

#### **6.4.1. Migrant Worker Recommendations**

The CEO provided the following migrant worker recommendations update:

1. Offer language classes – D. Krause met with Frontier College that currently provides literacy and ESL courses to migrant workers in Essex County
2. Continue wifi hotspot lending – Will continue
3. Host more recreational events – To be planned by summer student
4. Create a community calendar & map – Started & to be completed by summer student
5. Donate library discards – Staff investigating to determine if viable

#### **6.4.2. Mobile Library & Glendale Self Service**

The CEO confirmed the mobile library and Glendale self service capital projects are on hold pending review by the 2023 – 2026 library board. Funding for both projects may be negatively impacted by provincial Bill 23. The mobile library will also have a long-term impact on the operating budget and Glendale self-service is dependant on securing a suitable location.

## **7. Canada Community Revitalization Fund (CCRF)**

The CEO announced a funding agreement with the CCRF which aims to help not-for-profits and municipalities improve infrastructure in the wake of the pandemic. D. Krause submitted the library's application in July 2021 for two existing capital projects; the St. David's lockers and library self-check kiosks, due to be upgraded in 2022 and 2023, respectively. The fund also approved a new project; accessible computer hardware and software for the blind and those with low vision. The agreement covers 75% of project costs. Total project costs are \$91,571. The library's portion is \$22,892 and the CCRF'S portion is \$68,678.

## **8. Financial Legacy Report**

S. McCormack reported he received no amendments or changes to the Financial Legacy Report. D. Hunter expressed concerns regarding the potential negative impact of provincial Bill 23 on development charges revenue. S. McCormack advised that an amendment to the report to address Bill 23 can be added to section nine.

**MOTION 22-31:** Moved by S. McCormack that staff, through the CEO, be directed:

1. To advise the new board that the Financial Legacy Report must be read by all new board members and to inform new members the previous Finance Committee is available to answer questions.
2. To advise the new board that section nine of the Financial Legacy Report contains next steps that the current board considers of high priority.
3. To canvas public libraries with significantly more resources (e.g. Toronto and Ottawa) to determine how to prepare for the development charges background study.

**CARRIED.**

## **9. HR-19 Remote Work**

The CEO asked board members if they agreed with the direction the Policy Committee was taking with new policy HR-19 Remote Work. Board members agreed the policy was timely and the content was good.

**ACTION:** Further editing of, and the addition of working from home during an employee illness be added to, HR-19 Remote Work and the policy presented at the December board meeting.

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

D. Hunter reported that five Jamaican schools are receiving books in this year's shipment.

## **11. Other Business**

There was no other business to report.

## **12. Closed Session**

At 8:45 p.m. the following motion was read in open session:

**MOTION 22-32:** Moved by D. Novak, 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 9:00 p.m. the following motion was read in open session:

**MOTION 22-33:** Moved by D. Novak, that the Library Board rise from closed session with no report. **CARRIED.**

## **13. Meeting Termination**

**MOTION 22-34:** Moved by L. Traficante that the meeting be terminated at 9:10 p.m. **CARRIED**

**Board Send-Off Celebration, December 8th, 6:00 p.m.**

**Next meeting December 14th, 7:00 p.m.**