



NIAGARA ON THE LAKE  
PUBLIC LIBRARY

**NOTL PUBLIC LIBRARY BOARD MEETING DRAFT MINUTES**

**Wednesday, September 21<sup>st</sup>, 7:00 p.m.**

**Last motion 22-24**

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

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

**Guests:** Nick Alaimo (Town of NOTL Deputy Treasurer), Kyle Freeborn (Town of NOTL Treasurer)

**Staff:** Debbie Krause (Community Engagement Coordinator), Cathy Simpson (CEO), Laura Tait (Manager)

**Public:** Paula McNeill

**2. Deputations**

No deputations were received.

**3. Declaration of conflict of interest**

No conflicts of interest were declared.

**4. Approval of agenda**

**MOTION 22-25:** Moved by S. McCormack that the agenda be approved as amended.  
**CARRIED.**

## 5. Approval of Consent Agenda

### 5.1. Jun 15 2022 Board Meeting Draft Minutes

### 5.2. August & September CEO Reports

### 5.3. Summer Programming Report

### 5.4. Media Coverage

### 5.5. Correspondence

C. Simpson noted that Makery Facilitator, Megan Honsberger, is now included in the monthly activity report. She also reported on an informal talk with a post-traumatic stress disorder support group who recently used the library's garden and labyrinth. The group expressed their appreciation for access to the garden and labyrinth and spoke highly of its healing effects.

**MOTION 22-26:** Moved by R. Foster that the consent agenda be approved. **CARRIED.**

## 6. Capital Projects Revenue & Expenditures

K. Freeborn and N. Alaimo reviewed library development charges revenue over the last ten years noting the recent steep revenue decline. Capital project expenditures for the next two years and the lack of funding for these projects was then discussed. Options to address the capital funds shortfall include reducing capital expenditures and increasing capital transfers from the operating budget which would require larger annual budget increases. Kyle Freeborn stated there were surpluses in the DC reserves but the amounts properly allocated to the Library were paid out as received. **S. McCormack suggested that the Board should also focus on fundraising to augment the case for Town support.**

## 7. Business Arising

### 7.1. Memorandum of Understanding

The CEO confirmed the draft of the MOU with board input was forwarded to the Town CAO for circulation to town staff on July 7<sup>th</sup>, 2022.

**MOTION 22-27:** Moved by A. Bisback that the library board request immediate resolution of the Memorandum of Understanding. **CARRIED**

**ACTION:** CEO to discuss MOU resolution with the CAO.

## 8. Finance Committee Update

### 8.1. Draft Financial Legacy Report

S. McCormack presented the fifth draft of the financial legacy report. After board review, the final version of the report will be presented for board approval at the October meeting.

**ACTION:** Board members to review the financial legacy report and submit their comments and/or revisions directly to S. McCormack.

## **8.2. Part-Time Staff Benefits**

The CEO has engaged Abigail O'Neill, consultant with Mosey & Mosey employee benefit advisors, to investigate health benefits for part-time employees. An updated report with the cost of all options will be presented at the October board meeting.

## **8.3. 2021 Financial Statements**

The Board Chair and CEO met with the Town Deputy Treasurer Nick Alaimo on August 18 to discuss the format of future library financial statements. N. Alaimo agreed the library could reformat the town's annual statements to meet library needs. S. McCormack stated he would request the assistance of a volunteer CPA to produce draft financial statement for review by the Finance Committee.

## **8.4. 2023 Budget**

The town has extended departmental budget submissions (including the library's) to the end of October. The new town council will receive budget orientation in November and December and deliberate on the budget in December through February. The Finance Committee has completed their review of the ten-year capital plan.

**ACTION:** CEO to create business cases for the mobile library and Glendale self-service.

## **9. Migrant Farm Worker Outreach Update**

D. Krause summarized the work of this summer's Migrant Worker Research Assistant, Max Roberts Ramos, as presented in his final report. Max has begun his post graduate studies in Ottawa so was unable to attend the meeting. The report detailed the programs, community connections, and research and data collection completed. The report recommended the following next steps:

1. Offer language classes
2. Continue wifi hotspot lending
3. Host more recreational events
4. Create a community calendar & map
5. Donate library discards

## **10. Board Member Recruitment Committee Update**

### **10.1. Legacy Report 2019 – 2022**

D. Novak reviewed the second draft of the legacy report and noted changes from the last Board Recruitment Committee meeting were incorporated.

### **10.2. Board Recruitment Brochure**

A board recruitment open house is scheduled for December 1<sup>st</sup>, 7:00 p.m. Town council and members of the public will be invited. S. McCormack, A. Bisback and L. Traficante to attend. The board will also be represented at the municipality's committees open house.

## **11.2022 & 2023 Meeting Dates**

Board members agreed to the following dates:

- October 18<sup>th</sup>, 2022
- November 16<sup>th</sup>, 2022
- January 25<sup>th</sup>, 2023

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

D. Novak reported on receiving two enquiries from prospective board members.

R. Foster enquired about St. Catharines joining the regional library system. C. Simpson reported that the St. Catharines Public Library CEO will be proposing regional reciprocal borrowing to the new St. Catharines Public Library Board.

## **13. Other Business**

### **13.1. Gerda Molson Memorial**

D. Hunter requested the community be consulted regarding former NOTL Public Library CEO Gerda Molson's memorial. A message will be included in the next library newsletter asking for members of the public to share their memories of Gerda.

## **14. Meeting Termination**

**MOTION 22-28:** Moved by L. Traficante that the meeting be terminated at 8.38 p.m. **CARRIED**

**Next meeting October 18<sup>th</sup>, 7:00 p.m., Library Rotary Room**