



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

Wednesday, April 19th, 2023, 7:00 p.m.

Last motion 23-03

1. Call to Order

The first meeting of the 2023 – 2027 Niagara-on-the-Lake Public Library Board was called to order at 7:01 p.m.

Present: Ilze Andzans, Graham Bailey, Benoit Beausoleil, Katie Desharnais, Susan Elliot, Robin Foster, Daryl Novak, Wayne Scott

Regrets: Adriana Vizzari

Staff: Sarah Bowers (Technical Services), Cathy Simpson (CEO), Laura Tait (Manager)

2. Approval of Agenda

MOTION 23-04: Moved by W. Scott that the agenda be approved as amended. **CARRIED.**

3. Introductions

Board and staff members introduced themselves.

4. Election of Officers

4.1. Chair

Nomination: D. Novak was nominated for the position of chair by R. Foster. D. Novak accepted the nomination and was voted in unanimously for a term of one year.

4.2. Vice Chair

Nomination: W. Scott was nominated for the position of vice chair by B. Beausoleil. W. Scott accepted the nomination and was voted in unanimously for a term of one year.

4.3. Secretary/Treasurer

Nomination: C. Simpson was nominated for the position of secretary/treasurer by I. Andzans. C. Simpson accepted the nomination and was voted in unanimously for the term of this board.

4.4. Board Assemblies Representative

Nomination: W. Scott was nominated for the position of board assemblies representative by B. Beausoleil. W. Scott accepted the nomination and was voted in unanimously for a term of one year.

5. Deputations

No deputations were received.

6. Declaration of Conflict of Interest

No conflicts of interest were declared.

7. Approval of Consent Agenda

7.1. January 2023 Board Meeting Draft Minutes

7.2. January – March 2023 CEO Report

7.3. January – March 2023 Media Coverage Report

7.4. Correspondence

7.4.1. Art Show – Brian Murray Wilcox

The CEO noted the reports cover three months so are unusually long. The CEO also updated the board regarding library art shows in reference to Mr. Wilcox's correspondence. Art shows were formerly hung in the Rotary Room but due to heavy use of this space, shows were often inaccessible. To address this, art shows will be trialed in the main library space beginning this summer.

MOTION 23-05: Moved by R. Foster that the consent agenda be approved. **CARRIED.**

8. Business Arising

8.1. Budget Update

The CEO reviewed the recent 2023 budget approval process. She is meeting with town staff and G. Bailey to finalize the 2022 year-end forecast and the 2023 budget. Both budgets will be brought to the May board meeting.

8.2. Canadian Community Revitalization Fund

The CEO explained FedDev's request for a motion authorizing the library to enter into a contribution agreement for the 75% funding of self-service and accessibility equipment. R. Foster acknowledged the excellent work of D. Krause and library staff in researching, applying for and securing the Canada Community Revitalization Fund contribution.

MOTION 23-06: Moved by R. Foster that the Niagara-on-the-Lake Public Library Board authorizes the library to enter into a contribution agreement with the Minister responsible for Federal Economic Development Agency for Southern Ontario for project number 1000488, as

required by section 16.1(a) of the Canada Community Revitalization Fund Contribution Agreement. **CARRIED.**

9. 2022 Statistics

S. Bowers presented selected 2022 statistics and explained the impact of pandemic closures and restrictions on statistical comparisons. She believes 2023 will provide a more accurate baseline by which to compare future statistics.

ACTION: G. Bailey, R. Foster and S. Bowers to draft a monthly statistics report template for presentation at the May board meeting.

10.2023 Meetings

10.1. 2023 Meeting Dates

The CEO presented the proposed 2023 meeting schedule developed around board and staff member availability, town council meetings and the budget planning process:

1. May 17
2. June 21
3. September 20
4. October 18
5. November 15

10.2. Virtual and Hybrid Meetings

The board discussed circumstances under which members are permitted to attend meetings virtually and agreed to attend in-person whenever possible.

10.3. Land Acknowledgement

R. Foster shared her thoughts on using a land acknowledgement at the beginning of each board meeting.

ACTION: B. Beausoleil and K. Desharnais to draft a land acknowledgement statement in consultation with staff at the Niagara Regional Native Centre.

11. Board Development

11.1. Regional Board Training

The CEO reviewed details of the April 22nd regional board training day.

11.2. Ongoing Development

The CEO outlined board development during the four-year term and distributed an orientation package.

12. Advocacy, Engagement & Inquiries

The CEO thanked W. Scott for his 2023 budget presentation to council on March 28th. The board then discussed issues anticipated over the next four years including:

- Shared services
- Advocacy
- Committees
- Glendale development
- 225th anniversary

ACTION: D. Novak, W. Scott and the CEO to draft proposed committees for presentation at the May board meeting.

ACTION: CEO to distribute MOU to board members.

ACTION: CEO and staff to draft high level strategic plan status report on projects and activities in progress for the June meeting.

13. Other Business

There was no other business to report.

14. Meeting Termination

MOTION 23-07: Moved by R. Foster that the meeting be terminated at 8:55 p.m. **CARRIED**

Next meeting May 17th, 2023, 7:00 p.m.