



NOTL PUBLIC LIBRARY BOARD MEETING DRAFT MINUTES

Wednesday, October 18th, 2023, 7:00 p.m.

Last motion 23-18

1. Call to Order

A regular meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:02 p.m.

Present: Ilze Andzans (remote), Graham Bailey, Benoit Beausoleil (remote), Katie Desharnais, Susan Elliot, Daryl Novak (Chair), Wayne Scott (Vice Chair)

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

Regrets: Robin Foster, Adriana Vizzari (Town Council Representative)

2. Approval of Agenda

MOTION 23-19: Moved by W. Scott that the agenda be approved. **CARRIED.**

3. Deputations

Books to Jamaica volunteers requested a deputation.

4. Declaration of Conflict of Interest

No conflicts of interest were declared.

5. Approval of Consent Agenda

5.1. September 2023 Board Meeting Draft Minutes

5.2. September 2023 CEO Report

5.3. September 2023 Media Coverage Report

5.4. September 2023 Statistics Dashboard

5.5. Correspondence

Board members like the new CEO Report format, especially the staff update. G. Bailey encouraged the inclusion of significant meetings in future reports.

MOTION 23-20: Moved by W. Scott that the consent agenda be approved with the following changes to the September minutes:

- **5. Approval of Consent Agenda**
 - Last action item regarding smart locker unique user statistics was removed.
- **MOTION 23-17**
 - G. Bailey's voting abstention was added to the end of the motion.
- **8.1 2024 Operating Budget Report**
 - The following sentence was added; "Key initiatives discussed were extra hours and consultants report."
- **8.2 2024 Capital Projects Report**
 - The capital projects table was removed and the following sentence added; "The CEO reviewed the 10-year capital plan."
- **10. Digital Literacy Update**
 - "related to policy" was added to the end of the paragraph.

CARRIED.

6. Books to Jamaica Project

Dave Hunter and Betty Knight, former NOTLPL board members, reviewed their work this year on the Books to Jamaica Project. Since the project began five years ago, 5,000 books removed from Niagara Region public libraries have been donated to 18 Jamaican elementary schools. Newark Neighbours joined the project as a book collection partner this year.

7. Business Arising

7.1. SharePoint

W. Scott summarized his work with S. Bowers on the SharePoint user guide. The SharePoint will now be called the NOTLPL Board Website and its core functions as a board reference library and workspace were discussed and will be featured on the site's home page. S. Bowers distributed the updated user guide and did a site demonstration. It was confirmed that non-board members can be given selected access to files.

ACTION: Board members to review the site's usefulness in three months time.

7.2. Ontario Library Association Conference

The CEO confirmed the Ontario Library Association (OLA) conference runs from January 24th to 27th but the conference program has not yet been released. Virtual attendance at the conference is an option for board members who cannot attend in person. The board agreed attendance will be confirmed after the conference schedule is released.

ACTION: CEO to email OLA conference schedule to board members upon its release.

7.3. Library Ethics Seminar

Twenty-six library board members from across the Niagara Region, including five NOTL Public Library board members, have registered for the *Professional and Institutional Ethics and the Challenges Facing Public Libraries* seminar. The five NOTL Public Library board members registered are as follows: Graham Bailey, Robin Foster, Wayne Scott, Ilze Andzans and Daryl Novak. The seminar details are as follows:

Professional and Institutional Ethics and the Challenges Facing Public Libraries

Michael Dudley, speaker

November 2nd, 2023, 7:00 – 9:00 p.m.

Penner Youth Room, Niagara-on-the-Lake Community Centre

14 Anderson Lane, Niagara-on-the-Lake, ON L0S 1J0

7.4. July 15th Priorities Wording Confirmation

W. Scott reviewed the wording of three board priorities identified at the July 15th workshop.

MOTION 23-21: Moved by W. Scott that the following priorities identified by the board in the working session of July 15, 2023, be approved:

1. Strengthen community engagement, raise the profile of NOTL library and the importance of literacy, and increase the impact of library services.
2. Ensure that as NOTL grows, full library services are available in every urban settlement area.
3. Address the evolving diversity of the population in NOTL, responding to challenges and opportunities.

CARRIED.

8. Board Meeting Rules of Conduct

To ensure library board meetings are productive, inclusive and conducted in a respectful manner, the Board Chair proposed the following rules of conduct be added to *BL – 05 Board Meetings*:

1. Arrive on time
2. Attend in person unless unavoidable
3. Review meeting information package ahead of time and request additions to *Other Business* at beginning of meeting
4. Raise hand to indicate desire to speak and speak only when recognized by Chair
5. Wait for Chair to ask for your response to questions
6. Do not engage in side conversations
7. Be polite, courteous and respectful
8. Do not take an adversarial approach or raise your voice
9. Be sensitive to the will of the group and let a topic drop if the group clearly feels it's been resolved or is not relevant

Board members had a good discussion about the need for these rules of conduct and came to a consensus these rules should not be added to the policy. The consensus was reached after members noted rules might prevent constructive conversations and board meeting etiquette is captured in other library policy documents.

9. Advocacy & Municipal Relations Committee Update

I. Andzans summarized the work of the Advocacy & Municipal Relations Committee to date including criteria for the library questionnaire project and possible topics for future in-depth articles. The committee is reluctant to publish names of potential interviewees in official meeting documents because there are no guarantees an interview will take place, whether the interview will be successful or whether the newspaper will publish the interview.

ACTION: Board members wishing to interview someone or suggest a candidate to contact I. Andzans.

10. Budget Presentation Update

D. Novak explained the rationale behind showing the service expansion report cost in the operating budget instead of in transfers to reserves and board members agreed with this change. He also informed the board that the presentation date has changed to November 7th.

ACTION: CEO to circulate presentation to board members for information only.

11. Land Acknowledgement

The board discussed land acknowledgements and it was noted the Shaw Festival is no longer making land acknowledgement statements at performances. This issue could be brought up at the November 2nd Library Ethics Seminar.

ACTION: K. Desharnais and B. Beausoleil to analyze how land acknowledgement statements fit in with other inclusion policies and other organizations in Niagara-on-the-Lake. Proposal of final wording and protocol recommendations to be presented at November board meeting.

12. 2023 Public Library Boards: Stronger Libraries, Stronger Communities Virtual Conference

This item was deferred to the November library board meeting.

13. Advocacy, Engagement & Inquiries

- K. Desharnais noted her ongoing engagement at her workplace with Niagara Regional planners regarding the Glendale Secondary Plan.
- W. Scott explained his discussions with authors of the Canadian Urban Institute's "Overdue" report, in particular the erroneous calculation of the dollar amount per person spent on

Canadian public libraries on page 27 of the report. This page has since been removed from the report thanks to W. Scott's research and inquiries.

14. Other Business

G. Bailey expressed his appreciation that the library is now open seven days per week. He also asked that the following issues be addressed at future board meetings:

- 2024 meeting dates
- Policy review
- Ongoing decrease in physical collection budget and its impact on the library's mission
- Strategic plan update at January 2024 meeting

ACTION: CEO to provide a policy review schedule for the November library board meeting.

ACTION: CEO to report in January 2024 on electronic versus physical collection usage to support the planned decrease in the physical collection budget.

ACTION: CEO to provide strategic plan update at January 2024 meeting.

15. In Camera

At 9:02 p.m. the following motion was read in open session:

MOTION 23-22: Moved by W. Scott, 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 9:25 p.m. the following motion was read in open session:

MOTION 23-23: Moved by W. Scott, that the Library Board rise from closed session with no report.

CARRIED.

MOTION 23-24: Moved by K. Desharnais that the meeting be terminated at 9:30 p.m. **CARRIED**

Next regular meeting November 15th, 2023, 7:00 p.m.