



NOTL PUBLIC LIBRARY BOARD MEETING DRAFT MINUTES

Wednesday, September 20th, 2023, 7:00 p.m.

Last motion 23-14

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: Ilze Andzans (remote), Graham Bailey, Benoit Beausoleil (remote), Susan Elliot, Robin Foster, Daryl Novak (Chair), Wayne Scott (Vice Chair), Adriana Vizzari (Town Council Representative)

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

Regrets: Katie Desharnais

2. Approval of Agenda

MOTION 23-15: Moved by W. Scott that the agenda be approved. **CARRIED.**

3. Deputations

No deputations were received.

4. Declaration of Conflict of Interest

No conflicts of interest were declared.

5. Approval of Consent Agenda

5.1. June 2023 Board Meeting Draft Minutes

5.2. June/July/August 2023 CEO Report

5.3. June/July/August 2023 Media Coverage Report

5.4. August 2023 Statistics Dashboard

5.5. Correspondence

MOTION 23-16: Moved by A. Vizzari that the consent agenda be approved. **CARRIED.**

ACTION: Remove last sentence in 9. *Finance Committee Update* in the June 21st, 2023 board meeting minutes.

ACTION: Include *SharePoint* as a *Business Arising* item on the October 18th, 2023 board meeting agenda.

ACTION: Review CEO report format to remove unnecessary administrative detail.

6. Business Arising

6.1. 225th Anniversary & Fundraising Committees

The CEO thanked R. Foster and S. Elliot for volunteering to sit on the 225th Anniversary Committee and informed the board Debi Goodwin is not available to serve on this committee so she will be seeking other members. The CEO advised the board to consider forming a Fundraising Committee to source sponsorships for library programs and materials.

ACTION: C. Simpson to explore recruiting a writer through grant opportunities for 225th anniversary book.

ACTION: Fundraising sub-group to brainstorm fundraising strategy and draft a mandate in anticipation of future capital projects and other fundraising activities. Group members are W. Scott, S. Elliott and D. Krause.

6.2. July 15th Priorities; Next Steps

W. Scott recapped the board's work at the July 15th planning session and explained his vision to move the priorities forward over the next year and a half. Board members agreed on settling priorities in principle but deferred the remainder of the presentation for use in the strategic planning cycle.

ACTION: Board priorities wording to be reviewed at October board meeting. Board members to submit comments on wording to W. Scott not less than a week before October's meeting.

7. Advocacy & Municipal Relations Committee

7.1. Committee Update Report

I. Andzans summarized the work of the Advocacy & Municipal Relations Committee to date including the library questionnaire project.

ACTION: Board members to contact CEO if they'd like to interview someone for the library questionnaire series.

ACTION: Advocacy Committee to report to board about questionnaire series strategy including list of interviewees, library tie-ins, extension to social media, impact, etc.

7.2. Glendale Library Service Letter

I. Andzans explained the need to submit a Glendale library service letter to town council and the importance of all library board members attending Glendale Secondary Plan public workshops.

MOTION 23-17: Moved by I. Andzans that the letter to Niagara-on-the-Lake Town council regarding library services in Glendale be approved as amended. G. Bailey abstained from voting. **CARRIED.**

8. Finance Committee Update

8.1. 2024 Operating Budget Report

The CEO reviewed the 2024 operating budget report which positions next year's budget as a planning budget with a small service expansion. She noted salaries and benefits are the largest expense and are being calculated to increase 6.5%. Key initiatives discussed were the addition of 12 hours weekly to the Children's LSA position and the commissioning of a library service extension study.

8.2. 2024 Capital Projects Report

The CEO reviewed next year's five capital projects. Three new projects include shelf repair, service extension report and wifi access points. The mobile library is recommended to be deferred. The CEO then reviewed the 10-year capital plan.

8.3. 2024 Budget Timeline & Presentation

G. Bailey explained the budget timeline which requires the library budget be submitted by October 17th for presentation to town council on October 24th.

ACTION: CEO to schedule special virtual board meeting within next two weeks to approve 2024 operating and capital budgets.

ACTION: CEO and D. Novak to prepare budget slide show for presentation to town budget review committee on October 24th. Slides to be sent to library board prior to presentation for information purposes only.

9. Land Acknowledgement

B. Beausoleil shared the land acknowledgement recommendations developed in consultation with Brian Kon, Indigenous Relations Advisor with the Niagara Region.

ACTION: Proposal of final wording and recommendations to be presented at October board meeting.

10. Digital Literacy Update

L. Tait explained the increasing demand for digital literacy instruction that informed library management's decision to scale back the makerspace to focus library staff and resources on digital literacy instruction. G. Bailey asked for detail about library polices as related to the employment changes and makerspace redirection.

ACTION: CEO to contact St. David's and Virgil public schools regarding space for library digital literacy programming.

ACTION: Policy covering the makerspace realignment and staff termination to be discussed at October board meeting.

11. Ontario Library Association Conference

The CEO presented details of the 2024 Ontario Library Association conference and encouraged board members to attend the one-day Trustee Boot Camp.

ACTION: Board members to contact the CEO and confirm their interest to attend at the 2024 OLA Super Conference Trustee Boot Camp by October 1st, 2023.

12. Advocacy, Engagement & Inquiries

12.1. Professional and Institutional Ethics and the Challenges Facing Public Libraries

The CEO distributed a description of the November 2nd library ethics workshop.

ACTION: Board members to contact CEO by October 2nd to confirm attendance at *Professional and Institutional Ethics and the Challenges Facing Public Libraries* workshop being held on November 2nd, 7:00 to 9:00 p.m., location to be confirmed.

12.2. Canadian Library Month & Ontario Public Library Week

The CEO informed board members October is Canadian Library Month & the third week of October is Ontario Public Library Week (October 16 – 20 in 2023). Both are annual initiatives to raise awareness of libraries' valuable role in the lives of people in Canada.

ACTION: CEO to request town council proclaim Canadian Library Month and Ontario Public Library Week at the September town council meeting.

13. Other Business

There was no other business to report.

14. Meeting Termination

MOTION 23-18: Moved by W. Scott that the meeting be terminated at 9:00 p.m. **CARRIED**

Virtual budget meeting October 10th, 7:00 – 8:00 p.m.

Next regular meeting October 18th, 2023, 7:00 p.m.