



NOTL PUBLIC LIBRARY BOARD MEETING DRAFT MINUTES

Wednesday, January 31st, 2024, 7:00 p.m., Rotary Room

Last motion 23-32

1. Call to Order

A regular meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:01p.m.

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

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

Regrets: Katie Desharnais, Adriana Vizzari (Town Council Representative)

Observers: Mona Babin, Ross Robinson, Kevin Werner

2. Approval of Agenda

MOTION 24-01: Moved by I. Andzans that the agenda be approved as amended. **CARRIED.**

3. Deputations

No deputations were received.

4. Declaration of Conflict of Interest

No conflicts of interest were declared.

5. Debbie Krause Ten-Year Employment Anniversary

D. Novak presented D. Krause with a letter and gift in recognition of her ten years of employment with the library.

6. Approval of Consent Agenda

6.1. October 2023 Special Budget Meeting Draft Minutes

6.2. November 2023 Board Meeting Draft Minutes

6.3. CEO Report

6.4. Media Coverage Report

6.5. 2023 Statistical Report

6.6. Correspondence

ACTION: Change the budget approval motion in the October budget meeting minutes to the following:

MOTION: Moved by W. Scott that the 2024 draft operating budget with a 7.74% increase be approved as the library's operating funding request to town council and that the finalization of the capital budget be delegated to the Executive Committee. **CARRIED.**

ACTION: Make the following changes (in italics) to the November board meeting minutes:

- **5. Sarah Bowers Ten-Year Employment Anniversary**
D. Novak presented S. Bowers with a letter and *gift* in recognition of her ten years of employment with the library.
- **7. Cybersecurity**
ACTION: S. Bowers to bring full cybersecurity *and disaster recover plan* report including responsibilities, all vulnerabilities and response plan to the January board meeting.
- **10. 2024 Budget Presentation Update**
ACTION: C. Simpson to provide final copy of library's budget, as submitted to the town, to all board members *with a complete reconciliation to the numbers that were last approved.*
- **13. Policy ~~Review~~ Schedule**
The CEO presented the policy ~~review~~ schedule drafted during the previous board's term. She recommended the formation of a Policy Committee to prioritize the next policies to be updated.

C. Simpson asked for assistance from board members in securing wine sponsorship for the upcoming trivia night.

It was suggested that future CEO reports include plans to integrate insights from professional development, aiming to translate these insights into tangible benefits for the library.

Board members discussed the 2023 Statistical Report prepared by S. Bowers. There was consensus among members that statistical analysis and implications for library operations should be added to future reports.

ACTION: The following requests and suggestions were made. Add analysis and operations implications to future statistical reports on a semi-annual or at least annual basis. Add

comparatives to future annual statistics report. Provide clarification on website view and uses discrepancy.

MOTION 24-02: Moved by I. Andzans that the consent agenda be approved. **CARRIED.**

7. Business Arising – Discussion & Decision

7.1. Cybersecurity Report

S. Bowers reported on the library’s existing cybersecurity measures and the separation of the public and staff networks.

ACTION: Sarah Bowers is tasked with developing a comprehensive Disaster Recovery Plan to be presented at an upcoming board meeting. This plan will encompass:

- Conducting a business impact assessment
- Estimating the value of potential losses
- Outlining procedures for the analogue system
- Reviewing suppliers' disaster recovery plans
- Identifying relevant policies for review by the policy committee
- Assessing insurance coverage

S. Bowers to provide anticipated completion date for the Disaster Recovery Plan at the March Board Meeting.

7.2. Board Work Plan

W. Scott presented the proposed eleven-month roadmap for the board to fulfill its governance responsibilities.

7.2.1. 2024 Meeting Dates

February workshop date set for Tuesday, February 13th at 5:00 to 9:00 p.m. at the library.

ACTION: W. Scott and S. Elliot to draft February workshop agenda with input from board members and circulate to members before the workshop.

7.2.2. Kolbe Index

W. Scott outlined the strategy of utilizing the Kolbe Index to mitigate unnecessary conflicts within the board and strengthen teamwork.

ACTION: W. Scott to distribute Kolbe Index links and ask board members to complete and optionally share at least the first page of their reports with fellow board members, if they are comfortable doing so.

7.3. 2023 Year End Operational Plan Report

C. Simpson delivered an update on the outcomes and effects of operational activities throughout 2023, highlighting that it was the first year without any COVID-related closures. Additionally, programming and attendance experienced notable increases during this period.

ACTION: Remove 3.1 Operational Activity and reword 4.1 Result/Impact.

7.4. 2024 Draft Operational Plan

C. Simpson presented the draft operational plan with impact expectations. There was not enough time for a full discussion and I. Andzans requested a dedicated time to discuss the operational plan with a presentation. R. Foster emphasized the operational plan is in harmony with the board's strategic plan and it's the board's responsibility to verify strategic directions are being adhered to, while the onus is on staff to demonstrate execution. W. Scott reminded board members that policy GOV-09 indicates the board directs the CEO through approved plans.

ACTION: Add more specific and measurable targets to "Expectations". All deferred items from 2023 to be included in 2024 plan. 2024 Draft Operational Plan to be reviewed by the Executive Committee before presentation at the March board meeting.

7.5. Land Acknowledgement

Deferred to March board meeting due to absence of K. Desharnais. I. Andzans informed the board that the Niagara Falls Public Library has a very impactful visual land acknowledgement display that can inform the development of our visual land acknowledgement installation.

ACTION: Land acknowledgement wording to be circulated to board members prior to the March board meeting.

8. Business Arising – Information Update

8.1. 2024 Budget Update

C. Simpson reported town council has not yet approved the Employee Bargaining Agreement. A special council meeting is set for February 6th, 4:00 p.m. to review the budget.

ACTION: Finance Committee meeting set for February 6th, 1:30 p.m.

8.2. Collection Budget Report

C. Simpson provided an update on the planned reallocation of \$1,000 each year from 2022 through 2028, from the physical collection budget to the electronic collection. She noted the challenge of comparing the two collections due to the different nature of the formats and varying pricing and licensing models.

The Board raised a number of questions about the allocation of funding for collection development, the alignment with our residents' interests, and the book purchasing process itself. R. Foster highlighted that resource allocation is a fundamental aspect of library science. She summarized the board's request for C. Simpson to provide insights into the decision-making process behind these budgetary decisions and whether the board has adequately matched resources with the demands of the population.

ACTION: C. Simpson to report on the rationale informing fund allocation between the print and digital budget and if the current collection budget is sufficient to meet members' needs and serve the library's mission.

8.3. Policy Committee

Deferred to March meeting.

8.4. St. Catharines Public Library Reciprocal Service Agreement

Deferred to March meeting.

8.5. Town Planning & Development Update

Deferred to March meeting.

9. Advocacy & Municipal Relations Committee

I. Andzans provided an update on upcoming interviewees for news articles. The committee emphasized the importance of gaining a deeper understanding of the library through presentations covering various topics including an annual calendar of events, staff roles and responsibilities, existing and proposed partnerships (especially with schools), and insights into the book acquisition process. Additionally, I. Andzans requested extending an invitation to the new CAO for a library tour, ensuring they are provided with a library card, and reiterated the need for C. Simpson to be present at senior management meetings.

10. Regional Governance Review

D. Noval provided an update on discussions among members of several public library boards from the Niagara region, initiated by the Chair of Niagara Falls Public Library Board, regarding a proposed joint statement that did not receive unanimous support. Additionally, there is still a possibility of a regional governance review, which could lead to library mergers. He also reported on discussion among municipal CAOs about merging some or all Niagara public library systems into a union library system. D. Novak pointed out Lord Mayor Zalepa's publicly stated opposition to amalgamation and support of shared services and the board discussed its stance on the topic. I. Andzans suggested that the Library Board support the Lord Mayor's position on amalgamation and the Library Board seek ways to strengthen that position. She emphasized the importance of seeking special consideration for the Town in the amalgamation process, while continuing to strengthen alliances between libraries in the region. .

11. Advocacy, Engagement & Inquiries

D. Novak commended the board for achieving the largest representation at the OLA Superconference. G. Bailey shared positive feedback received regarding the board's significant attendance, attributing it to a demonstration of care among board members. He also highlighted the board's improved engagement and emphasized the need to catch up with other libraries and boards, especially in advocacy efforts. S. Elliott and I. Andzans expressed their satisfaction with the conference experience.

12. Meeting Termination

MOTION 24-03: Moved by B. Beausoleil that the meeting be terminated at 9:10 p.m. **CARRIED**

Board workshop, February 13th, 5:00 – 9:00 p.m., Library Rotary Room

Next regular meeting March 13th, 2024, 7:00 p.m.