



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

Wednesday, January 15th, 2020, 7:00 p.m.
Rotary Room

1. Call to Order

A regular meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:04 p.m.

Present: Brice Bible, Allan Bisback (Councilor), Robin Foster, David Hunter (Vice Chair), Stuart McCormack (Councilor), Daryl Novak (Chair), Lisa Traficante

Regrets: Betty Knight

Staff: Matt Furlong, (IT Coordinator), Cathy Simpson (CEO), Laura Tait (Manager)

2. Deputations

No deputations were received.

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Approval of Agenda

MOTION 20-01: Moved by R. Foster that the revised agenda be approved. **CARRIED.**

5. Approval of Consent Agenda

5.1. Library Board Meeting Minutes, December 18th, 2019 *

5.2. CEO Report *

ACTION: C Simpson to ensure multipage reports are displayed on board webpage as separate documents to enable access for Apple devices.

5.3. 2019 Statistics *

The Board made recommendations for additions and alterations to the statistics report.

ACTION: Library staff to provide comparison statistical reports to provide context for statistics in the LiNC library system.

5.4. Correspondence *

The letter from the Cowan Foundation announcing a \$5,000 grant to the library for the purchase of an augmented reality sandbox was discussed.

MOTION 20-02: Moved by D. Hunter that the consent agenda be approved. **CARRIED.**

6. Business Arising

6.1. 2020 Budget Update – C. Simpson/A. Bisback

C. Simpson advised the Board about Town Council's revised meeting schedule which puts approval of the 2020 operating budget before Town Council on January 20th. A. Bisback updated the Board regarding the Town Audit Committee's review of the 2020 operating budget. The Audit Committee had no questions or concerns regarding the Library's budget.

6.2. Policy Committee Update – Policy Committee

S. McCormack presented the Policy Committee's policy review schedule and plan to ensure policies accurately reflect the delegation of duties between the Board and the CEO. The policy committee has preliminary reviewed four policies and will finalize these before the next board meeting ensuring that there is five days' notice given for review.

Review of all policies related to governance and bylaws will be delayed until after the strategic plan is complete.

ACTION: All board members to review policies for context and awareness of procedural content delegated to the CEO before the March meeting. Policies can be found here;
<https://drive.google.com/drive/u/0/folders/10FaTKlMmxilUqHSFhRlc9RK1zCPQ3ckB>

6.3. Strategic Planning – C. Simpson *

C. Simpson presented a draft of the strategic planning schedule.

MOTION 20-03: Moved by D. Hunter that:

- a. The CEO prepares a request for proposal for a strategic planning session facilitator.
- b. The request is posted in appropriate places to be decided by the CEO in such a fashion as to be publicly available
- c. Final selection of the outside facilitator is determined by CEO and R. Foster
- d. The board accepts the timeline for the strategic plan as presented

CARRIED.

ACTION: The strategic plan should cover a period of four years.

ACTION: The environmental scan should include consultation with users and non-users of the library through surveys.

7. New Business – 7:30

7.1. Board Vacancy Next Steps – D. Novak

D. Novak discussed the procedure for filling a board vacancy.

ACTION: D. Novak to inform Town Clerk that the board vacancy needs to be advertised by the Town.

ACTION: C. Simpson to update the posting to include special emphasis on fundraising and strategic planning as the board enters its next phase.

ACTION: C. Simpson to forward posting to previous applicants.

7.2. 2019 Library Board Retrospective – D. Novak *

D. Novak reviewed the 2019 Library Board Retrospective.

7.3. Chair & Vice Chair Election

The incumbent Chair, Daryl Novak, and incumbent Vice Chair, Dave Hunter, were the sole nominees for their respective positions and were acclaimed to those positions for the 2020 board term.

7.4. Kathleen Cartwright In Memoriam – D. Novak

The Board discussed ways of honoring recently deceased board member Kathleen Cartwright's memory.

ACTION: C. Simpson to provide information about a memorial tree planting to A. Bisback for recognition at January 20th Council meeting where there will be a minute silence.

ACTION: Library staff to display photo and A. Bisback's summary in-library for one month.

7.5. Pelham Public Library CEO Position – C. Simpson *

C. Simpson encouraged board members to attend the Pelham Public Library's January 22nd board meeting to show support and witness the decision made regarding the temporary appointment of a municipal staff member as Library CEO.

7.6. March Library Board Meeting – C. Simpson *

C. Simpson advised the Board that the March 18th board meeting conflicts with Wine & Words.

MOTION 20-04: Moved by R. Foster that the March 18th board meeting date be moved to Thursday March 12th. **CARRIED.**

7.7. Laura Tait 10 Year Employee Recognition – D. Novak

D. Novak presented L. Tait with a congratulatory letter on the anniversary of her ten years of service at the Niagara-on-the-Lake Public Library.

8. Other Business

A. Bisback updated the board on progress with the request for inclusion in the town's service review with Deloitte.

ACTION: C. Simpson & D. Novak to meet with S. Randall to discuss inclusion, cost and scope of the review

ACTION: Special meeting of the Board may have to take place to decide whether the library should take part in the review

9. Board Advocacy, Engagement & Inquiries – D. Novak

Library board members who were available took part in a photo opportunity for The Local newspaper with staff on Monday January 13th.

D. Hunter reported the Jamaican books project has stalled with the absence of the new volunteer. B. Knight will continue to accept, sort and pack the books and Abe Epp has offered to pay for the shipment if necessary.

OLA Superconference will be taking place at the end of January. Board members D. Novak, D. Hunter and R. Foster will be attending. Staff members C. Simpson, L. Tait, S. Bowers, J. Oskam, K. Dupuis and D. Krause will be attending.

National Literacy Day is Monday 20th January.

The Library is hosting the next SOLS trustees meeting in April.

C. Simpson and other board members are attending Pelham Public Library's January 22nd board meeting.

10. Adjournment

MOTION 20-05: Moved by A. Bisback that the meeting be terminated at 8:25pm. **CARRIED.**

Next meeting Thursday, March 12TH, 7:00 p.m., Rotary Room