



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

Wednesday, May 19th, 2021, 7:02 p.m.
Virtual Meeting

Last motion 21–13

1. Call to Order

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

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

Regrets: Wendy Cheropita (Councilor), Stuart McCormack

Staff: Adrianna Polito (Teen Library Service Associate), Rachel Willekes (Preschool Library Service Associate), Christine Reganti (IT/Makery Assistant), 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 21-14: Moved by A.Bisback that the agenda be approved with the addition of 10.3 Niagara Community Foundation Report. **CARRIED.**

5. Approval of Consent Agenda

5.1. Library Board Meeting Minutes, Mar 17th, 2021

5.2. CEO Report

5.3. Correspondence

5.4. Media Coverage

C. Simpson highlighted the commencement of LiNC delivery, how staff are being encouraged to take vacation during shutdown and the resiliency training staff attended.

MOTION 21-15: Moved by D. Hunter that the consent agenda be approved. **CARRIED.**

6. Staff Introductions

R. Willekes and A. Polito introduced themselves to the board and spoke about the programming initiatives in which they're involved.

7. Business Arising

7.1. Youth Advisory Committee Update

D. Krause provided an update on the Youth Advisory Committee. A young adult book club begins in June and meetings with the pages commence in the fall. The library donated 100 young adult books to the Lord Mayor's Youth Advisory Committee (LMYAC) outreach initiative and we are also hosting a paint night for the LNYAC.

8. Service Update

L.Tait provided an update on library service during the shutdown period. Staff have found the stay-at-home order challenging. Summer programming planning and hiring of students has begun.

9. Policy Committee

9.1. HR – 02 Job Descriptions & Specifications

MOTION 21-16: Moved by B. Knight that Policy HR – 02 Job Descriptions & Specifications be approved including the amended changes dated May 18th. **CARRIED.**

10. Finance Committee

10.1. 2020 Year End & Reserve Transfers

D. Hunter explained the allocation of the \$25,000 end-year transfers to the Development Reserve and the Computer Reserve.

10.2. 2021 April Variance Report

C. Simpson and D. Hunter detailed the end-year variance forecast. The board agreed budget reallocations do not need approval by municipal council.

ACTION: Policy Committee to review Board and CEO responsibilities in capital and operating budget decisions.

ACTION: CEO to invite the municipal treasurer to brief the library board on the budget and reserves on a quarterly basis.

10.3. Niagara Community Foundation

D. Hunter reviewed the library’s investments with the Niagara Community Foundation (NCF) and the pros and cons of keeping our investments with the NCF.

ACTION: Finance Committee to report back at the next board meeting with a more in-depth cost analysis of foundation fees.

11. Strategic Planning Update

The strategic plan was approved unanimously via an online poll prior to May’s library board meeting. Due to a technical problem, B. Bible’s and L. Trafficante’s affirmative votes were not recorded in the online poll.

Poll "Strategic Plan Approval"

<https://doodle.com/poll/37q4mp69ab4qgt3g>

		I approve the 2021 - 2024 Niagara-on-the-Lake Public Library Board Strategic Plan.	I do not approve the 2021 - 2024 Niagara-on-the-Lake Public Library Board Strategic Plan.
Robin Foster	OK		
stuart mccormack	OK		
Wendy Cheropita	OK		
Dave Hunter4	OK		
Al Bisback	OK		
Betty Knight	OK		
Daryl	OK		
Count		7	0

12. Fundraising & Partnerships Policy Questions

ACTION: Policy Committee to review policies about library donation acceptance on behalf of third parties.

13. Advocacy, Engagement & Inquiries

D. Novak thanked board members B. Knight and S. McCormack for their successful contributions to hosting library programming.

D. Hunter and B. Knight reported on progress with contacting Jamaican schools in need of books.

14. Other Business

There was no other business to report.

15. Meeting Termination

MOTION 21-17: Moved by A. Bisback that the meeting be terminated at 8:18 p.m.

Next meeting Wednesday, June 16th, 7:00 p.m.