



## NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

Wednesday, November 17<sup>th</sup>, 7:00 p.m.

Last motion 21–40

### 1. Call to Order

A virtual meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:05 p.m.

**Present:** Allan Bisback (Councilor), Wendy Cheropita (Councilor), Robin Foster, David Hunter (Vice Chair), Daryl Novak (Chair), Lisa Traficante

**Regrets:** Betty Knight

**Absent:** Stuart McCormack

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

### 2. Deputations

No deputations were received.

### 3. Declaration of conflict of interest

No conflicts of interest were declared.

### 4. Approval of agenda

**MOTION 21-41:** Moved by W. Cheropita that the agenda be approved as amended. **CARRIED**

### 5. Approval of Consent Agenda

5.1. Library Board Meeting Minutes, October 19<sup>th</sup>, 2021

5.2. CEO Report

5.3. Correspondence

5.4. Media Coverage

**MOTION 21-42:** Moved by L. Traficante that the consent agenda be approved with the amended minutes. **CARRIED**

## **6. Business Arising**

### **6.1. Memorandum of Understanding**

C. Simpson reported on the status of the Memorandum of Understanding (MOU) with the Town of Niagara-on-the-Lake. The MOU review was completed at an October 26<sup>th</sup> meeting between C. Simpson and M. Cluckie and the appendices are now being reviewed by the appropriate town staff.

**ACTION:** C. Simpson to email the latest version of the MOU to library board members.

**ACTION:** Include language from the strategic plan regarding the library's service to the community in the MOU preamble.

### **6.2. Donation Procedure Review**

D. Krause, C. Simpson and L. Tait met with fundraising consultant Diane Fahlman on November 12<sup>th</sup> to review current donation procedures. Several of D. Fahlman's recommendations for donor care will be adopted including a legacy donor file, legacy pledge follow-up procedures and regular donor engagement communication.

## **7. Policy Update**

### **7.1. Gift Recognition & Naming Rights**

D. Hunter led a discussion about eliminating donor recognition categories and policies around naming rights. Taking into consideration the changing social context and the library's role in social justice and equity, the board agreed to recognize all but major donations equally.

### **7.2. FUND – 02 General Gift Acceptance**

**ACTION:** Policy Committee to review FUND-02 General Gift Acceptance and incorporate board and staff input regarding donor recognition.

## **8. 2021 & 2022 Budget Update**

D. Novak confirmed the library's operating budget will close with a negligible variance this year. D. Novak also reviewed the two-part structure of the 2022 library budget presentation to the town's Audit & Finance Committee. The presentation will begin with 2021 accomplishments, partnerships and statistics followed by the 2021 forecast and ending with the proposed 2022 budget.

## **9. Concept Garden Project**

R. Foster described the opportunity to connect literacy and nature and to help rebuild the community post-pandemic presented by the redesign of the library garden. An ad hoc Concept Garden Committee has been formed, led by R. Foster and including D. Novak, B. Knight, W. Cheropita and C. Simpson.

**ACTION:** Ad hoc Concept Garden Committee to proceed with an exploration of the feasibility of the concept garden.

## **10. 2022 Library Board Meeting Dates**

D. Novak presented the revised 2022 meeting schedule which includes seven mandatory meetings and two optional meetings.

**MOTION 21-43:** Moved by that the revised 2022 library board meeting schedule be approved.  
**CARRIED.**

## **11. Advocacy, Engagement & Inquiries**

- D. Novak received and responded to numerous instances of feedback regarding the library planned giving media coverage.
- D. Hunter is distributing planned giving rack cards to professional offices in town.
- D. Novak and W. Cheropita attended the Niagara Foundation Living Landmark Award dinner during which the Lord Mayor arranged a meeting between D. Novak and Councillor Sandra O'Connor.
- D. Hunter confirmed the arrival and distribution of book donations in Jamaica and the collection of 40% of the next book shipment.

## **12. Other Business**

- W. Cheropita requested the library display a flyer for the Pumphouse Art Gallery's upcoming art sale.

**ACTION:** Pumphouse Art Gallery art sale flyer to be displayed in-library and promoted on library social media.

## **13. Meeting Termination**

**MOTION 21-44:** Moved by A. Bisback that the meeting be terminated at 8:30 p.m.

**Next meeting December 15<sup>th</sup>, 7:00 p.m. if required.**