



NOTL PUBLIC LIBRARY BOARD MEETING DRAFT MINUTES

Wednesday, June 21st, 2023, 7:30 p.m.

Last motion 23-09

1. Call to Order

A regular meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:30 p.m.

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

Guests: Penny Coles (The Local Editor), Richard Harley (The Lake Report Editor)

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

Observers: Jennifer Buchanan-Olsen

2. Approval of Agenda

MOTION 23-10: Moved by I. Andzans that the agenda be approved. **CARRIED.**

3. Introductions

P. Coles, editor of The Local and R. Harley, editor of The Lake Report were introduced to library board members. A discussion of how the newspapers and library can partner followed. I. Andzans explained the Advocacy & Municipal Relations Committee's proposed Proust Project and library issues newspaper columns. P. Coles and R. Harley suggested differentiating the columns for each paper to avoid duplication.

ACTION: Advocacy Committee to determine next steps for regular articles with each newspaper.

4. Deputations

No deputations were received.

5. Declaration of Conflict of Interest

No conflicts of interest were declared.

6. Approval of Consent Agenda

6.1. May 2023 Board Meeting Draft Minutes

6.2. May 2023 CEO Report

6.3. May 2023 Media Coverage Report

6.4. May 2023 Statistics Dashboard

6.5. Correspondence

The CEO reminded board members to submit their photograph and short biography as soon as possible. S. Bowers explained the seasonal dip in Virgil self service due low use of the arena when the ice is removed.

ACTION: R. Foster to be added to May meeting minutes agenda item 9. Motion with reference to the allocation email vote to be added to either the May or June meeting minutes.

MOTION 23-11: Moved by W. Scott that the consent agenda be approved. **CARRIED.**

7. Business Arising

7.1. Year In Review Video

The CEO confirmed the Year in Review video will be presented to town council at the July 18th Committee of the Whole meeting with A. Vizzari introducing the board's presenters to council.

7.2. 225th Anniversary & Fundraising Committees

The CEO would like to recruit citizen members for the 225th Anniversary and Fundraising Committees during the summer and asked for board member volunteers for these committees as well. Board members volunteered as follows:

225th Anniversary Committee

R. Foster and S. Elliot volunteered to be on the 225th Anniversary Committee.

Fundraising Committee

Library Board needs to determine the necessity and purpose of a Fundraising Committee before its formation.

ACTION: Committee members and CEO to recruit citizen committee members during the summer months for initial meetings in September.

7.3. SharePoint

S. Bowers reviewed the process for accessing the library board's SharePoint website. W. Scott to work with S. Bowers to create a user guide and provide user education sessions for board members that need assistance navigating SharePoint.

7.4. Summer Kick Off

L. Tait reminded board members about the Summer Kick Off event this Saturday, June 24th from 11:00 a.m. to 2:00 p.m.

7.5. 2022 Operating Budget Surplus

Library board members voted via email on May 18, 2023 to approve the allocation of the 2022 operating budget surplus in order to meet the town's financial audit deadline.

MOTION 23-12: Moved by W. Scott that the following amounts from the 2022 operating surplus be transferred to the following library reserves: \$20,000 to Library Computer; \$10,000 to Library Development; \$10,000 to Library Donations. **Carried.**

8. Advocacy & Municipal Relations Committee

I. Andzans summarized the work of the Advocacy & Municipal Relations Committee to date including the committee's terms of reference and Proust questionnaire project.

MOTION 23-13: Moved by G. Bailey that the Advocacy & Municipal Relations Committee terms of reference and Proust project in principle be approved. **CARRIED**

9. Finance Committee Update

G. Bailey reviewed the Sources & Uses of Funds chart and presented the draft operating statement and balance sheet. Future statements will have annual or monthly comparators and track capital project expenditures.

10. Board Development

W. Scott reviewed his Public Library Ecosystem chart.

11. Strategic & Operational Plans Update

D. Novak recommended deferring the Strategic & Operational Plans Update to an informal planning session this summer. C. Simpson provided a brief overview of the operational plans. The Advocacy Committee will use this document as their framework.

ACTION: MOU implementation to be included in the 2023 and 2024 staff workplans.

12. Land Acknowledgement

B. Beausoleil and K. Desharnais asked for more time as its advisors have been unavailable to consult and the Niagara Region is also changing their approach to land acknowledgements.

13. Advocacy, Engagement & Inquiries

R. Foster reported on a conversation with a community member about an ongoing issue with the theft of sections of the Globe and Mail from the library. A letter to the editor was featured in last week's Lake Report about these thefts.

I. Andzans conducted an informal survey of her community association. Those who don't use the library were unaware of all the services that are offered.

W. Scott, C. Simpson and D. Novak attended the Chamber of Commerce's Business Forum and will be meeting with their Chamber President Minerva Ward.

14. Other Business

A board planning workshop is scheduled for July 15th from 10:00 a.m. to 12:00 p.m. at the library.

15. Meeting Termination

MOTION 23-14: Moved by R. Foster that the meeting be terminated at 9:31 p.m. **CARRIED**

Planning meeting July 15th, 2023 10:00 a.m. – 12:00 p.m.

Next regular meeting September 20th, 2023, 7:00 p.m.