



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

**Wednesday, October 23rd, 2019, 7:00 p.m.
Rotary Room**

Last motion 19-35

1. Call to Order

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

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

Regrets: Lisa Traficante, Stuart McCormack (Councilor)

Staff: Cathy Simpson (CEO), Laura Tait (Manager)

Guests: Sheldon Randall (Interim CAO), Kevin Turcotte (Manager of Parks & Recreation)

2. Introductions

Town staff and board members were introduced.

3. Deputations

No deputations were received.

4. Declaration of Conflict of Interest

No conflicts of interest were declared.

5. Approval of Agenda

MOTION 19-36: Moved by D. Hunter that the Agenda be approved. **CARRIED.**

6. Niagara Nursery School Update – S. Randall & K. Turcotte

S. Randall explained the history of the project and the conditions of the grant and confidentiality agreements. K. Turcotte displayed the updated plans for the location of the nursery school and Anderson Lane redevelopment. D. Novak thanked S. Randall and K. Turcotte for their presentation and

for working with the library to address concerns about the project's impact on library users and operations.

MOTION 19-38-: Moved by R. Foster that the town implement plans for natural light at the south east side of the library facility as part of the next scheduled roof replacement. **CARRIED.**

MOTION 19-39: Moved by A. Bisback that in principle, subject to final architectural design, the Niagara-on-the-Lake Public Library supports the Niagara Nursery School project. **CARRIED.**

ACTION: C. Simpson to attend the upcoming public information session to show the library's support of the project.

7. Approval of Consent Agenda

7.1. Library Board Meeting Minutes, September 18th, 2019

7.2. CEO Report

7.3. Correspondence

MOTION 19-37: Moved by A. Bisback that the Consent Agenda be approved. **CARRIED.**

8. Business Arising

8.1. Stalled Planned Giving Implementation – D. Hunter

D. Hunter asked the board if there is a desire to pursue the planned giving program.

ACTION: D. Hunter and library staff to provide a planned giving presentation at the November board meeting to give board members background and context to assist in their decision to continue with the planned giving program.

8.2. 2020 Operating Budget – C. Simpson

C. Simpson presented the updated 2020 draft operating budget.

MOTION 19-40: Moved by D. Hunter that the budget be approved as presented. **CARRIED.**

ACTION: C. Simpson to provide a high-level report at November's board meeting with contingency plans for two budget cut scenarios.

8.3. Business Cards – L.Tait

L. Tait reported there is a minimal cost for business cards and reminded board members to contact her directly if they require cards.

9. Orientation

9.1. Leadership Development Toolkit – C. Simpson

C. Simpson reminded board members to submit knowledge gaps worksheets. D. Novak recommended that board members skills and strengths should also be identified in the worksheets.

9.2. Library Month & Week – C. Simpson

C. Simpson presented a summary of the events and initiatives that the library is undertaking during Ontario Public Library Week.

- Customer Appreciation Day
- Fines for Furry Friends
- LiNC Coasters
- Newspaper article
- Adam Shoalts

9.3. Town Official Plan and Town Council Strategic Plan – D. Novak

ACTION: C. Simpson to ask S. Randall to present the Town's Official Plan and Councilors A. Bisback and W. Cheropita to present Town Council's Strategic Plan to the Library Board in early 2020.

10. New Business

10.1. Ontario Library Association Conference – D. Novak

ACTION: D. Novak, C. Simpson and library staff to attend the conference. Board members to submit a list of conference sessions they would like to attend and agree not to submit travel and accommodation expenses.

11. Other Business

11.1. Organizational Chart

ACTION: Board to review chart at November Board Meeting.

11.2. Community Benefits Charge

C. Simpson reported on how Bill 108 will be affecting Development Charges.

ACTION: A. Bisback & C. Simpson to meet with S. Randall to discuss impact on library funds.

ACTION: A. Bisback and C. Simpson to meet with S. Randall to discuss the service review.

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

C. Simpson & D. Hunter presented to town council to mark Canadian Library Month and Ontario Public Library Week at the October 21st town council meeting.

MOTION 19-41: Moved by B. Knight, that the meeting be adjourned at 9:04 p.m. **CARRIED**

Next Meeting
November 20th, 7:00 p.m., Rotary Room