



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

**Wednesday, December 18th, 2019, 7:00 p.m.
Rotary Room**

Last motion 19-47

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), David Hunter (Acting Chair), Betty Knight, Daryl Novak (by telephone), Lisa Traficante

Absent: Kathleen Cartwright

Regrets: Robin Foster, Stuart McCormack (Councilor)

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

Guests: Sheldon Randall (Interim CAO, Town of Niagara-on-the-Lake), Fred Cervantes, (Manager of Information Technology, Town of Niagara-on-the-Lake)

2. Deputations

No deputations were received.

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Approval of Agenda

MOTION 19-48: Moved by B. Bible that the Agenda be approved. **CARRIED.**

5. Approval of Consent Agenda

5.1. Library Board Meeting Minutes, November 20th, 2019

5.2. CEO Report

5.3. Correspondence

MOTION 19-49: Moved by B. Knight that the Consent Agenda be approved. **CARRIED.**

6. Municipal Service Delivery Review – S. Randall and F. Cervantes

S. Randall and F. Cervantes explained the Province of Ontario's one-time payment to the Town of NOTL to assist small and rural municipalities review their service delivery in order to become more efficient and reduce expenditure growth. They also explained the town's decision to hire a consultant to lead the service delivery review and the RFP process that rewarded the contract to Deloitte LLP. Library Board members discussed how the review could provide opportunities to align selected library processes with the municipality's and improve customer service.

ACTION: S. Randall to provide Deloitte with a copy of the Library's organizational chart and budget to help them determine the cost of including the library in the review.

7. Board Orientation

7.1. HR Downloads

Board members will be receiving an email from Sarah Stevens including a link to a training system called HR Downloads where all the Board's recommended training is posted.

8. Business Arising

8.1. 2020 Budget Update – C. Simpson

C. Simpson presented a report regarding the impact 3% and 0% operating budget increases would have on library customer service in 2020. Both these budget scenarios would require decreasing hours of operation resulting in a reduction of service and programming for the public and the elimination of one part-time position.

8.2. Legislation Update – C. Simpson

C. Simpson presented a report detailing the impact of two pieces of provincial legislation; Bill 108 – More Homes, More Choice Act and Bill 132 – Better for People, Smarter for Business Act. Bill 108 effects development charges and Bill 132 amends the Public Libraries Act to allow permanent residents to serve on boards and reduces the number of mandatory meetings to seven per year.

MOTION 19-50: Moved by B. Knight that reports 8.1 and 8.2 are received. **CARRIED.**

9. New Business

9.1. 2020 Meeting Frequency & Dates – C. Simpson

C. Simpson presented a report about the reduction of mandatory public library board meetings and a recommended schedule of seven meetings for 2020.

MOTION 19-51: Moved by D. Hunter that the proposed 2020 meeting schedule be approved. **CARRIED.**

9.2. Policy Future Directions – D. Novak

D. Novak reviewed the board's policy work to date and discussed the need for a policy review schedule and policy updates that can be delegated to the CEO.

ACTION: The Policy committee to draft a policy review schedule including guidelines for the delegation of certain aspects of policy development to the CEO for the January meeting.

10. Other Business

10.1. Strategic Plan – D. Novak

D. Novak discussed the need to update the library's strategic directions and to harmonize them with Town Council's strategic plan and the municipality's official plan.

ACTION: C. Simpson to bring forward a proposal and timeline for completion of a Strategic Plan in 2020.

11. Board Advocacy, Engagement & Inquiries

D. Novak expressed how fortunate the board is to have a strong relationship with the municipality and with our town council representatives.

D. Novak encouraged board attendance at the upcoming OLA Superconference on Saturday, February 1st, 2020.

12. Adjournment

MOTION 19-52: Moved by D. Hunter, that the meeting be terminated at 8:24 p.m. **CARRIED**

Next Meeting
January 15th, 7:00 p.m., Rotary Room