



NIAGARA ON THE LAKE
PUBLIC LIBRARY

NOTL PUBLIC LIBRARY BOARD MEETING DRAFT MINUTES

Wednesday, May 16th, 2023, 7:00 p.m.

Last motion 23-08

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: 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)

Staff: Sarah Bowers (Technical Services), Kasia Dupuis (Marketing & Communications) Cathy Simpson (CEO), Laura Tait (Manager)

2. Approval of Agenda

MOTION 23-09: Moved by K. Desharnais that the agenda be approved. **CARRIED.**

3. Introductions

Councillor Adriana Vizzari and staff member Kasia Dupuis introduced themselves. D. Novak welcomed A. Vizzari emphasizing the critical liaison role our sole council representative plays on the board and thanked her for her enthusiasm.

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. April 2023 Board Meeting Draft Minutes

6.2. April 2023 CEO Report

6.3. April 2023 Media Coverage Report

6.4. Correspondence

The CEO noted the omission of S. Bower's activities from the January – March CEO report and the addition of these activities to the April CEO report. She also noted the success of this year's Seed Library and the plan to harvest seeds from the native plants supplied by the Niagara Peninsula Conservation Authority (NPCA) for spring planting in the library garden.

MOTION 23-10: Moved by R. Foster that the consent agenda and revised April minutes be approved. **CARRIED.**

7. Business Arising

7.1. Land Acknowledgement

B. Beausoleil and K. Desharnais provided an update on their land acknowledgement research.

ACTION: B. Beausoleil and K. Desharnais to provide a further update on advice regarding when and where the land acknowledgments should be read and which version should be used. A vote will then take place at the board level on adoption of recommendations.

8. 2022 Year In Review Video

K. Dupuis screened the library's 2022 Year In Review video and received board member feedback for incorporation into the 2023 edition.

ACTION: K. Dupuis to create a version under 10 minutes for use at a future delegation to municipal council.

9. Statistics

G. Bailey reviewed the statistics dashboard created in collaboration with S. Bowers. Board members discussed the statistics they would like to see monthly, quarterly and annually.

ACTION: The dashboard will be used for monthly presentations at board meetings in its current iteration with S. Bowers highlighting any key changes. A review will take place in the fall to determine the efficacy of the dashboard and how well it tracks statistics relating to strategic priorities.

10. 2022 Budget

The CEO presented the unaudited 2022 operating budget and the forecasted \$39,000 surplus.

ACTION: Finance Committee to provide the following for the next board meeting:

- An overview of assets and liabilities

- 2023 budget update

11. Committees

D. Novak reviewed recommendations to form a Finance Committee, Advocacy and Municipal Relations Committee and Executive Committee as soon as possible. Board members volunteered to form the following committees with the appropriate staff member(s):

Finance Committee

- G. Bailey, Chair
- D. Novak
- W. Scott
- C. Simpson (CEO)

Advocacy and Municipal Relations

- I. Andzans
- S. Elliot
- R. Foster
- A. Vizzari
- D. Krause (Community Engagement Coordinator)
- C. Simpson (CEO)

Executive

- D. Novak
- W. Scott
- C. Simpson (CEO)

ACTION: CEO to arrange initial committee meetings before the June board meeting.

12. Board Development

12.1. Governance Framework

W. Scott presented his governance framework from provincial to CEO level to clarify and guide the board in their governance role. He noted the board is the corporation and not the library.

12.2. SharePoint

S. Bowers demonstrated the SharePoint website populated with information and resources for board members. Board members discussed the additional need to have a collaborative workspace.

ACTION: S. Bowers to send board members SharePoint access email message by the end of May.

ACTION: Board members to test and use SharePoint over the next few months to determine if a collaborative workspace is still needed.

13. Advocacy, Engagement & Inquiries

13.1. Board Photos & Biographies

The CEO is inviting reporters from the three local newspapers to the June board meeting to introduce the new board. She also requested members supply headshots and short biographies for the library website.

ACTION: Board members to supply their photo and biography for posting on the library's website by June 1st.

13.2. Summer Kick Off

L. Tait discussed the Summer Kick Off event in partnership with the Town of NOTL scheduled for June 24th and the need for volunteers.

ACTION: Volunteers for the June 24 Summer Kick Off to respond to A. Polito by June 1st.

14. Other Business

14.1. Native Species Planting

Volunteers are needed to assist in the planting of native species supplied by the NPCA, in the library garden in late May or early June, date to be confirmed.

ACTION: Volunteers for the library garden spring planting to contact the CEO by May 23rd.

15. Meeting Termination

MOTION 23-11: Moved by R. Foster that the meeting be terminated at 9:02 p.m. **CARRIED**

Next meeting June 21st, 2023, 7:30 p.m. *

***Please note change to 7:30 p.m. meeting start time for the June meeting only.**