



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

Wednesday, November 15th, 2023, 7:00 p.m.

Last motion 23-24

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, Daryl Novak (Chair), Wayne Scott (Vice Chair), Adriana Vizzari (Town Council Representative)

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

Regrets: Susan Elliot, Robin Foster

Observers: Leon Martin

2. Approval of Agenda

G. Bailey requested the addition of an in-camera session to the agenda to discuss the follow up to October's in camera session.

MOTION 23-25: Moved by I. Andzans that the agenda be approved as amended. **CARRIED.**

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Deputations

There were no deputations.

5. Sarah Bowers Ten-Year Employment Anniversary

D. Novak presented S. Bowers with a letter and gift in recognition of her ten years of employment with the library.

6. Approval of Consent Agenda

6.1. October 2023 Board Meeting Draft Minutes

6.2. CEO Report

6.3. Media Coverage Report

6.4. October 2023 Statistics Dashboard

6.5. Correspondence

ACTION: Media Coverage Report to include all relevant articles published up to the date of board package dissemination.

ACTION: October 10, 2023 special budget meeting minutes to be included in January 2023 board meeting information package.

MOTION 23-26: Moved by W. Scott that the consent agenda be approved. **CARRIED.**

7. Cybersecurity

S. Bowers addressed the issue of cybersecurity brought to board members' attention by the recent ransomware attack at the Toronto Public Library. She outlined the library's systems to secure personal information and maintain the integrity of IT systems and identified five systems containing personal information. Board members discussed the need to determine how the library would respond to a computer security breach and what systems can be manually overridden.

ACTION: S. Bowers to bring full cybersecurity and disaster recover plan report including responsibilities, all vulnerabilities and response plan to the January board meeting.

8. Business Arising

8.1. Ontario Public Library Association Conference

D. Novak reminded board members to review the 2024 OLA conference schedule and submit their session requests by November 17, 2023 to qualify for discount pricing. Members are encouraged to attend the January 27, 2024 Trustee Boot Camp. Consensus was reached that members will cover their own transportation costs.

8.2. Glendale Update

A. Vizarri confirmed with Kirsten McCauley, Director of Community and Development Services, that the library is a stakeholder in the Glendale Secondary Plan process and has officially stated a request for library service in Glendale. K. McCauley offered the following comments on the recent Glendale Secondary Plan letter from the library board to town council:

Further to letter from the library board, through the secondary plan process, staff are considering how Glendale will evolve into a complete community. This includes the need to provide public service facilities, such as community uses and library services. The Glendale District Plan also provided direction for a community hub where the services/uses would be centralized. This direction is carried through to our work on the secondary plan.

ACTION: C. Simpson to invite K. McCauley to attend January's board meeting and ask to be part of the Community Focus Group.

9. Advocacy & Municipal Relations Committee Update

I. Andzans reviewed the interviews published to date and the plan to continue bi-weekly interviews into 2024. *The Local* editor Penny Coles reported she has received many positive comments about the articles. The Advocacy Committee recommends a library board orientation workshop in early 2024.

10. 2024 Budget Presentation Update

D. Novak acknowledged the board members who attended the library budget presentation to town council's Budget Review Committee on November 7, 2023. D. Novak then asked A. Vizzari for her feedback on the presentation. A. Vizzari extended congratulations to D. Novak and C. Simpson for the presentation and its informative content. Acknowledging its clarity and ease of comprehension, A. Vizzari highlighted the adept handling of questions and support from the audience, indicating a robust and cohesive board dynamic.

C. Simpson confirmed an email follow-up to council's questions was sent on November 8, 2023 that included the detailed 2024 operating budget and provincial library financial ratios. C. Simpson then inquired about strategies to distinguish the library from community partners and establish it as an integral component of the municipality. The board felt the MOU was a good starting point for addressing this issue and proposed initiating the discussion with town CAO, M. Cluckie, and Finance Director K. Freeborn. Additionally, they recommended exploring how other municipalities present their budgets to council. If C. Simpson encounters any obstacles, it was advised she report back to the board, enabling them to pursue alternative avenues.

ACTION: C. Simpson to provide final copy of library's budget, as submitted to the town, to all board members with a complete reconciliation of the numbers that were last approved.

ACTION: C. Simpson to provide a breakdown of \$51,750 collection figure in library budget presentation to council.

ACTION: C. Simpson directed to notify board of any budget modifications accompanied by a comprehensive explanation.

11. Land Acknowledgement

K. Desharnais and B. Beausoleil presented their revised recommendation to install a visual land acknowledgement based on this form's more enduring impact, accessibility and consistency over spoken acknowledgments.

MOTION 23-27: Moved by G. Bailey that the board agrees in principle to the installation of a visual land acknowledgement. It is further resolved that K. Desharnais and B. Beausoleil present land acknowledgement wording to the board for approval. **CARRIED**

ACTION: The library staff to provide recommendation for placement of physical visual land acknowledgment.

12.2023 Public Library Boards: Stronger Libraries, Stronger Communities Virtual Conference

This item was deferred to the next board meeting to be scheduled.

13. Policy Schedule

The CEO presented the policy schedule drafted during the previous board's term. She recommended the formation of a Policy Committee to prioritize the next policies to be updated.

W. Scott expressed willingness to join the Policy Committee. The board requested the development of a comprehensive strategy to guide the work of the policy committee until the end of term. This strategy should include recommendations for potential consolidation or elimination of policies and prioritization of those with recommended review dates.

ACTION: C. Simpson to align review dates on policies posted on the board's website with review dates listed on the policy schedule.

ACTION: C. Simpson to contact absent board members to gauge their interest in joining the Policy Committee.

14. Library Board Annual & Term Cycle

W. Scott reviewed his proposed board work plan for 2024 organized into six themes:

1. Operational plan oversight
2. Budget and financial oversight
3. Mission, vision, strategy
4. Municipal advocacy and community relations
5. Policy making and review
6. Board effectiveness

ACTIONS: W. Scott to link board workplan quarterly activities to board meeting dates and to include orientation workshop recommended by the Advocacy Committee.

15.2024 Meeting Dates

The CEO presented the proposed 2024 meeting schedule:

1. January 31

2. March 13
3. April 17
4. June 19
5. September 18
6. October 16
7. November 20

G. Bailey asked for an additional special budget meeting to be added in early October.

ACTION: Board orientation workshops to be scheduled in February and May on a Saturday or Sunday morning.

16. December Social

D. Novak offered to host a December social for members and asked for input regarding the best date. December 19th was chosen as the best date for the social.

ACTION: D. Novak to contact board members to determine attendance and convey event details.

17. St. Catharines Public Library Reciprocal Service Agreement

The CEO recommended the board approve the reciprocal service agreement with the St. Catharines Public Library.

MOTION 23-28: Moved by K. Desharnais that the board approve the reciprocal service agreement with the St. Catharines Public Library. **CARRIED**

18. Advocacy, Engagements & Inquiries

I. Andzans commended C. Simpson for successfully organizing and hosting the Ethics Workshop and proposed developing it into an annual event, featuring different topics and speakers each year.

19. Other Business

19.1. OLA on School Boards Banning & Restricting Books

D. Novak shared the OLA's statement on School Boards Banning & Restricting Books for information and awareness.

G. Bailey issued a reminder to C. Simpson, emphasizing there are only 45 days remaining in the year and urging prompt attention to the completion of all capital projects.

I. Andzans raised the importance of board members attending library fundraising events, municipal presentations and other library events requiring a show of board member support.

MOTION 23-29: Library staff to invite all board members to library fundraising events and other library events requiring board support. **CARRIED.**

20. In Camera

At 9:00 p.m. the following motion was read in open session:

MOTION 23-30: Moved by W. Scott, that the Library Board proceed to closed session to consider matters that qualify under the Public Libraries Act 1990:

Section 16.1.4.b personal matters about an identifiable individual, specifically a personnel issue. **CARRIED.**

At 9:25 p.m. the following motion was read in open session:

MOTION 23-31: Moved by I. Andzans, that the Library Board rise from closed session with no report. **CARRIED.**

MOTION 23-32: Moved by K. Desharnais that the meeting be terminated at 9:30 p.m. **CARRIED**

Board social, December 19th, 6:30 p.m., 15526 Niagara Parkway

Next regular meeting January 31st, 7:00 p.m.