



NOTL PUBLIC LIBRARY BOARD MEETING MINUTES

Wednesday, April 17th, 2024, 7:00 p.m.

Last motion 24-09

1. Call to Order

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

Present: Ilze Andzans, Benoit Beausoleil, Katie Desharnais, Susan Elliot, Robin Foster, Daryl Novak (Board Co-Chair, Remote), Wayne Scott (Meeting Chair, Board Co-Chair), Adriana Vizzari (Town Council Representative)

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

Observers: Brenda Dyck-Goossen, Andrew Porteus, Christine Stephenson, Kevin Werner, Richard Hutton

2. Approval of Agenda

MOTION 24-10: Moved by I. Andzans that the agenda be approved. **CARRIED.**

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Closed Session

MOTION 24-11: Moved by R. Foster 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 individual, specifically a personnel issue. **CARRIED**

MOTION 24-12: Moved by B. Beausoleil, that the Library Board rise from closed session with no report. **CARRIED**

5. Approval of Consent Agenda

5.1. January 31st, 2024, Board Meeting Draft Minutes

MOTION 24- 13: Moved by B. Beausoleil that 31st January 2024, board meeting minutes be approved. **CARRIED.**

5.2. March 13th, 2024, Board Meeting Draft Minutes

MOTION 24-14: Moved by R. Foster that March 13th, 2024, board meeting minutes be approved. **CARRIED.**

5.3. Staff Report

5.4. Media Coverage Report

5.5. Statistics Dashboard

5.6. Correspondence

L. Tait provided an overview of staff report updates, analyzed the statistics dashboard, and condensed the media coverage report. The following items were highlighted:

- Weekly St. David's children's programming will commence on May 14th at the Firehall.
- Approval has been granted for Canada Summer Jobs funding.
- Sales for Wine & Words are performing strongly.
- L. Tait and S. Bowers are currently evaluating digital resources and circulation methods to establish optimal practices.
- W. Scott noted the increased engagement in the St. Davids and Virgil in the stats report.
- A. Vizzari emphasized the forthcoming annual Chess Tournament at the Community Centre, scheduled for April 29th, 2024.
- B. Beausoleil discussed the favourable social media follower numbers and expressed an interest in leveraging the current numbers to keep visibility high.
- No correspondence directly referencing library operations were received.

ACTION: W. Scott will send out a consolidated report reviewing the Kolbe Index.

ACTION: L. Tait will send out specific dates for elementary school visits

ACTION: L. Tait to procure additional copies of "Rain at Times Heavy" for the library collection in preparation for the Wine & Words event.

MOTION 24-15: Moved by B. Beausoleil that the consent agenda be approved. **CARRIED.**

6. Business Arising

6.1. Appointment of officers

MOTION 24-16: Moved by R. Foster to appoint L. Tait as Acting CEO and Secretary/Treasurer. **CARRIED**

MOTION 24-17: Moved by R. Foster to appoint D. Novak and W. Scott as library board co-chairs for the remainder of this board's term. **CARRIED**

6.2. Board Membership & Structure

D. Novak outlined the requirements of the Public Libraries Act regarding the structure and membership of library boards. Currently, the Act stipulates that council must appoint a minimum of five members, with the option to appoint additional members.

The current board consists of eight members, with seven residents and one Town Council representative, due to the resignation of one resident member and a reduction in council representation for the current term.

MOTION 24-18: Moved by D. Novak to request Town Council to maintain the number of library board members at eight (8) for the remaining term of the present library board. **CARRIED**

6.3. Land Acknowledgement

K. Desharnais updated on potential locations for the physical placement of the land acknowledgment. Staff are collaborating with K. Desharnais to ensure completion.

6.4. Disaster Recovery Report Update

S. Bowers gave an update on the report, noting that the finalized document will be available in the fall. LiNC CEOs have decided to maintain Equinox's management of ILS backups. Additionally, hardware and software upgrades for WiFi hotspots in the library to the Unify system are scheduled.

6.5. 2024 Workplan 1st Quarter Update

L. Tait presented first quarter progress of the 2024 workplan. First quarter statistics all show signs of increased engagement and the workplan is on track.

ACTION: L. Tait to provide revised recommendations for goals 2.1. and 2.2.

6.6. Budget Update

- Town Council approved their budget in late March, honoring all the board's requests, including the increase in staff hours for the Children's LSA position.
- The municipal allocation was decreased from our initial request, specifically in response to the lower-than-expected estimate for salary increases.
- First quarter expenses and revenue are on track.
- Funding for the service expansion study has been redirected to the more urgent shelving repair project.
- Board will work to assess need for service expansion study.
- L. Tait will persist in strengthening relationships with senior managers in the municipality.

MOTION 24-19: Moved by D. Novak that the revised 2024 Budget be approved. **CARRIED.**

6.7. Employee Bargaining Agreement

L. Tait provided an overview of the adjustments to the Employee Bargaining Group agreement for 2024. Negotiations were completed and approved by town council.

MOTION 24-20: Moved by A. Vizzari that the 2024 Employee Bargaining Group Agreement recommendations be approved. **CARRIED.**

6.8. Policy Updates

D. Novak addressed governance policy and suggested a pause in the review schedule. Organizational priorities need to be reviewed to determine if the current number of policies aligns appropriately with the size of our library.

ACTION: D. Novak will return in a few months with a governance policy report.

ACTION: The board will discuss the formation of a Governance Committee following the review of the governance policy report.

7. Operations Update

7.1. Library Hours

L. Tait confirmed the trial implementation of earlier Saturday opening hours, starting at 10am, beginning May 4th, aligning with the introduction of Saturday programs at the Community Centre.

Additionally, the primary focus is on finding ways to partner with the town, especially concerning children and youth. Talks are underway with Community Centre staff to collaborate on Pop-Up Library events in the summer.

7.2. Makerspace Update

L. Tait outlined the plans for the review and relaunch of the Makerspace this year and also reported on a recent uptake on makerspace appointments.

8. Advocacy, Engagement & Inquiries

I. Andzans reported that library advocacy articles will continue, and the committee will reconvene.

A three-hour workshop is scheduled for May 15th at 4pm to discuss the Strategic Plan and the Kolbe Index profiles. This structured and facilitated process aims to facilitate forward planning.

ACTION: W. Scott will reach out to each board member individually to discuss priorities and key questions to determine workshop priorities.

9. Meeting Termination

MOTION 24-21: Moved by I. Andzans that the meeting be terminated at 8:42 p.m. **CARRIED**

Workshop May 15th, 2024
Next meeting June 19th, 2024