

NIAGARA FALLS PUBLIC LIBRARY BOARD
MINUTES OF THE REGULAR MEETING
FEBRUARY 15, 2023
LAMARSH ROOM, VICTORIA AVENUE LIBRARY & ZOOM

PRESENT: A. Andres-Jones (Chair), J. Anstruther (Vice-Chair), L. Lococo, S. Mongrain, B. Ness,
J. Roddy, T. Tredwell, K. Tsiantoulas

STAFF: A. Subnaik Kilgour, K. Rimnyak, A. Mousley

CALL TO ORDER:

Meeting called to order by A. Subnaik Kilgour at 4:37 pm

THE ACKNOWLEDGEMENT STATEMENT WAS READ INTO THE MINUTES

The Chonnonton people have called these lands where we are gathering home for thousands of years and more recently, the Anishnaabe and the Haudenosaunee have been sharing the land as One Dish, One Spoon Treaty territory. We would like to acknowledge the enduring resilience of the First Nations, Metis and Inuit people who call this territory home.

INAUGURAL MEETING BUSINESS

As per the Niagara Falls Public Library By-law No. 1, the business of the inaugural meeting was completed as follows:

CHAIR APPOINTMENT

- A. Subnaik Kilgour called for nominations a total of three times
- B. Ness nominated A. Andres-Jones
- A. Andres-Jones confirmed she was able and willing to stand
- A. Andres-Jones was appointed as Chair

Meeting was chaired by A. Andres-Jones from this point forward.

VICE-CHAIR APPOINTMENT

- Andres-Jones called for Vice-Chair nominations
- B. Ness nominated J. Anstruther
- J. Anstruther confirmed he was able and willing to stand
- J. Anstruther was appointed as Vice-Chair

FORMATION OF COMMITTEES

Finance Committee

S. Mongrain (Chair)

J. Roddy

B. Ness

Library Collections Committee

J. Roddy (Chair)

S. Mongrain

Human Resources Committee

B. Ness (Chair)

T. Tredwell

Property & Planning Committee

J. Anstruther (Chair)

K. Tsiantoulas

S. Mongrain

Fundraising Ad Hoc Committee

K. Tsiantoulas (Chair)

APPOINTMENT TO THE ONTARIO LIBRARY SERVICE BOARD ASSEMBLY

J. Roddy volunteered to fill this role and the Board confirmed the appointment.

DATE & TIME OF REGULAR MEETINGS

The Board determined that regular meetings would continue to be held on the third Wednesday of each month at 4:30 pm.

Due to scheduling conflicts the March 2023 meeting was moved to March 29, 2023.

1. APPROVAL OF AGENDA

REVISION: The date on item 3.1 was corrected.

MOTION: 2023-06 To approve the agenda of the February 15, 2023 Board Meeting as revised

Moved BY: J. Roddy

SECONDED BY: L. Lococo

MOTION CARRIED

2. DISCLOSURE OF PECUNIARY AND CONFLICT OF INTERESTS

None

3. APPROVAL OF MINUTES

3.1. Regular Minutes of January 18, 2023 Board Meeting

MOTION: 2023-07 To accept the regular minutes of January 18, 2023

Moved BY: J. Anstruther

SECONDED BY: B. Ness

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

None

5. CORRESPONDENCE

5.1. Thank you letter from Project Share

6. BOARD INFORMATION AND EDUCATION

6.1. Board Legacy Document

6.2. Board Regional Training, Save the date - Saturday, April 22, 2023

6.3. 2023 Pre-Budget Submission, OLA & FOPL

6.4. OLA & FOPL RE: Strong Mayors, Building Homes Act, 2022

6.4.1. Correspondence to City of Toronto

6.4.2. Correspondence to City of Ottawa

7. ARTICLES OF INTEREST

7.1. Niagara Falls Public Library

7.1.1. Family literacy prepares kids for lifelong learning | Niagara This Week

7.1.2. Niagara Falls library goes back to school | Niagara This Week

7.1.3. Niagara Falls Public Library ‘very proud’ of its growing membership base | Niagara Falls Review

7.2. Other

7.2.1. ‘We need your help and we need it today — we needed it yesterday’ | Niagara This Week

7.2.2. Council to prep for provincial facilitators | The Standard

8. FINANCE COMMITTEE

8.1. Library Cheque/EFT registers:

8.1.1. January 1-31, 2023 (2022 Fiscal Year) \$ 188,729.27

8.1.2. January 1-31, 2023 (2023 Fiscal Year) \$ 55,237.42

MOTION: 2023-08 To accept the cheque/EFT registers of January 1-31, 2023 for the 2022 and 2023 fiscal years

MOVED BY: J. Anstruther

SECONDED BY: K. Tsiantoulas

MOTION CARRIED

8.2. Monthly Revenue detail:

8.2.1. Revenue details for December 2022

8.2.2. Revenue details for January 2023

MOTION: 2023- 09 To accept the revenue details for the months of December 2022 and January 2023

MOVED BY: J. Anstruther
SECONDED BY: L. Lococo
MOTION CARRIED

- 8.3. Monthly Actuals
Actuals as on December 31, 2022

MOTION: 2023- 10 To accept the Actuals Report as on December 2022
MOVED BY: B. Ness
SECONDED BY: K. Tsiantoulas
MOTION CARRIED

- 8.4. NFPL Budget Presentation to Council, January 24, 2023
A copy of the presentation slides were provided for informational purposes

- 8.5. City of Niagara Falls Operating Budget
8.5.1. Presentation slides from January 24, 2023
8.5.2. Presentation slides from January 31, 2023

Items 8.5.1. and 8.5.2. were provided for informational purposes only.

- 8.6. Capital Budget Amendment Report – Children’s Washroom
A report was provided requesting approval for an increase to the Children’s Washroom renovation capital project budget, to be funded by the EAF Grant.

MOTION: 2023- 11 To approve an increase in the budget for the Children’s Washroom capital project by \$57,544, bringing the total project budget to \$65,044
MOVED BY: J. Anstuther
SECONDED BY: T. Tredwell
MOTION CARRIED

9. CEO REPORT

- 9.1. February 2023
A. Subnaik Kilgour presented the January 2023 CEO Report
Information and updates were provided on the pop-up library at A.N. Myer Secondary School, staffing, fundraising, customer incidents, the OLA Super Conference, and strategic planning.

K. Tsiantoulas departed at 6:15 pm

10. NEW BUSINESS

10.1. Policy Index

10.1.1. Workplace Violence and Harassment Policy

10.1.2. Occupational Health and Safety

10.1.3. Code of Conduct

Items 10.1.1. and 10.1.2. are required to be reviewed and approved annually. Item 10.1.3. was provided for informational purposes only.

MOTION: 2023- 12 To approve the *Workplace Violence and Harassment Policy* effective February 15, 2023

MOVED BY: B. Ness

SECONDED BY: T. Tredwell

MOTION CARRIED

MOTION: 2023- 13 To approve the *Occupational Health and Safety Policy* effective February 15, 2023

MOVED BY: J. Anstuther

SECONDED BY: T. Tredwell

MOTION CARRIED

11. OTHER BUSINESS

The following items were provided for the Board's review:

11.1. January 2023 Qualitative Statistics

11.2. January 2023 Quantitative Statistics

11.3. Preliminary 2022 Annual Report Statistics

12. COMMITTEE-OF-THE-WHOLE SESSION

MOTION: 2023- 14 To move into Committee-of-the-Whole

MOVED BY: B. Ness

SECONDED BY: J. Anstruther

MOTION CARRIED

The Niagara Falls Public Library Board went "in camera" at 6:59 pm in order to address matters pertaining to:

- Litigation or potential litigation, including matters before administrative tribunals, affecting the board;

S. Mongrain departed at 7:10 pm

MOTION: 2023-15 To rise from Committee-of-the-Whole
MOVED BY: L. Lococo
SECONDED BY: J. Anstruther
MOTION CARRIED

The “in camera” session was completed at 7:12 pm.

MOTION: 2023-16 To accept the CEO report of January 18, 2023
MOVED BY: B. Ness
SECONDED BY: J. Roddy
MOTION CARRIED

13. ADJOURNMENT

Meeting adjourned at 7:14 pm

NEXT MEETING

March 29, 2023
April 19, 2023
May 17, 2023
June 21, 2023