

**NIAGARA FALLS PUBLIC LIBRARY BOARD
MINUTES OF THE REGULAR MEETING
MAY 17, 2023**

LAMARSH ROOM, VICTORIA AVENUE LIBRARY & GOOGLE MEET

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, C. Lee, M. MacLaren.

Meeting was chaired by A. Andres-Jones

CALL TO ORDER:

Meeting called to order at 4:30 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.

1. APPROVAL OF AGENDA

MOTION: 2023-37 To approve the agenda of the May 17, 2023 Board Meeting
MOVED BY: J. Anstruther
SECONDED BY: K. Tsiantoulas
MOTION CARRIED

2. DISCLOSURE OF PECUNIARY AND CONFLICT OF INTERESTS

S. Mongrain reported a conflict of interest in Section 9.1, specific to her workplace.

3. APPROVAL OF MINUTES

Regular Minutes of April 19, 2023 Board Meeting

MOTION: 2023-38 To accept the regular minutes of April 19, 2023
MOVED BY: K. Tsiantoulas
SECONDED BY: S. Mongrain
MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

A. Subnaik Kilgour advised that there are leftover materials from the OnBoard Training Day available to take home.

A. Subnaik Kilgour reported that the Annual Survey has been completed and filed.

5. CORRESPONDENCE

5.1. Thank you from S. Powtin, Niagara Falls [New York] Public Library

5.2. Thank you letter to F. Goldsworthy, District School Board of Niagara

5.3. Notice of eligibility from the Employment Insurance Reduction Program, Service Canada

5.4. Thank you card from Jim Jackson, Donor

MOTION: 2023-39 To accept the correspondence of May 17, 2023

MOVED BY: J. Roddy

SECONDED BY: B. Ness

MOTION CARRIED

6. BOARD INFORMATION AND EDUCATION

6.1. Board Reports from OnBoard Trustee Training Day

6.1.1. Board Governance, A. Andres-Jones (oral)

A. Andres-Jones recommended the Board members review the Cut to the Chase document regarding Board Governance.

6.1.2. Library Finances, J. Anstruther (oral)

J. Anstruther recommended that the Board remove the regular approval of the cheque register, and include it in future Board packages for informational purposes only.

6.1.3. Provincial Organizations, B. Ness (oral)

B. Ness provided an overview of OLA, OLS, & FOPL and their missions.

6.1.4. Truth and Reconciliation, L. Lococo (oral)

L. Lococo consulted with speakers Brian Kon, and Dr. Saunders regarding indigenous practice. Among other recommendations, L. Lococo advised on the protocol for land acknowledgements and education statements, strategic planning, collection approaches, and local history.

6.2. Educational Video – Governance 101: Legislative Framework

7. ARTICLES OF INTEREST

7.1. Niagara Falls Public Library

- 7.1.1. Stamford Centre library branch campaign gets major boost | Niagara This Week
- 7.1.2. Niagara Falls Public Library receives \$300K donation for Stamford Centre Location | iHeartRadio CKTB News
- 7.1.3. Radio Interview with K. Stewart, Communications Associate | iHeartRadio CKTB News

7.2. Other

- 7.2.1. 'Gender Queer' Tops List of 13 Most Challenged Books of 2022 | School Library Journal
- 7.2.2. People Get Ready: Preparing for Challenges - Censorship | Library Journal
- 7.2.3. Tracie D. Hall is on the 2023 TIME 100 List | Time Magazine
- 7.2.4. Pelham, Lincoln library merger a success: CEO | Welland Tribune

8. FINANCE COMMITTEE

8.1. Library Cheque/EFT registers:

- 8.1.1. April 1-30, 2023 - 2023 Fiscal Year \$131,989.66

Per section 6.1.2 of the minutes, a motion to accept the cheque register was not made.

8.2. Monthly Revenue detail:

8.2.1. Revenue details for April 2023

MOTION: 2023-40 To accept the revenue details for the month of April 2023
MOVED BY: S. Mongrain
SECONDED BY: L. Lococo
MOTION CARRIED

8.3. Monthly Actuals

8.3.1. Actuals as on April 30, 2023

MOTION: 2023-41 To accept the Actuals Report as on April 30, 2023
MOVED BY: B. Ness
SECONDED BY: J. Roddy
MOTION CARRIED

8.4. Reserve Funding of 2022 Capital Spending

MOTION: 2023-42 To approve the funding of 2022 capital project spending that is funded though Library reserves, totaling \$88,074.83 from the Property Reserve
MOVED BY: J. Anstruther
SECONDED BY: T. Tredwell
MOTION CARRIED

8.5. Donation Detail for January – April 2023

9. CEO REPORT

9.1. May 2023

A. Subnaik Kilgour presented the May 2023 CEO Report

Information and updates were provided on fundraising, the Rotary Story Walk event, asylum seekers and refugees, organizational and staff updates, the quarterly meeting with the City CAO, and a staff vaccination records update.

Following the presentation of the CEO report and related discussion, the following motions were made:

MOTION: 2023-43 To accept the CEO report of May 17, 2023

MOVED BY: L. Lococo

SECONDED BY: T. Tredwell

MOTION CARRIED

MOTION: 2023-44 To proceed with the deletion of the vaccination records and retain documentation of the deletion process

MOVED BY: S. Mongrain

SECONDED BY: J. Roddy

MOTION CARRIED

B. Ness departed at 5:45 pm

10. NEW BUSINESS

10.1. Formation of Subcommittee – Board Vacancy Recruitment (oral)

10.1.1. Board Skills Matrix

Board members A. Andres-Jones, J. Roddy, & S. Mongrain signed on as members to the Member Recruitment Subcommittee.

10.2. Policy Index

10.2.1. Hot Weather Policy

MOTION: 2023-45 To accept the updated Hot Weather Policy

MOVED BY: T. Tredwell

SECONDED BY: S. Mongrain

MOTION CARRIED

11. OTHER BUSINESS

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

- 11.1. April 2023 Qualitative Statistics
- 11.2. April 2023 Quantitative Statistics
- 11.3. Circulation Trends – 2019 to Present
- 11.4. Door Count – 2019 to Present
- 11.5. Post-Covid Recovery Tracker 2023 vs. 2019
- 11.6. Circulation Tracker 2023

A. Subnaik Kilgour advised that HR metrics are being prepared, but would not be available until after the summer season.

A. Andres-Jones advised that the CEO Appraisal would be proceeding in the coming month.

12. ADJOURNMENT

Meeting adjourned at 6:42 pm

NEXT MEETINGS

- June 21, 2023
- September 20, 2023
- October 18, 2023