

**NIAGARA FALLS PUBLIC LIBRARY BOARD
MINUTES OF THE REGULAR MEETING
July 20, 2022**

This meeting was held virtually via *Zoom*

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

REGRETS: K. Letourneau

GUESTS: C. Morrow and J. Link of Crawford, Smith & Swallow LLP

STAFF: A. Subnaik Kilgour, K. Rimnyak, B. Gillap

CALL TO ORDER:

Meeting called to order at 4:31 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

REVISION: To add a Committee-of-the-Whole session following Agenda Item 2. Presentation of 2021 Draft Financial Statements

MOTION: 2022-52 To approve the agenda of July 20th, 2022 Board meeting as revised

MOVED BY: B. Ness

SECONDED BY: J. Anstruther

MOTION CARRIED

T. Tredwell joined the meeting at 4:34 pm

2. PRESENTATION OF 2021 DRAFT FINANCIAL STATEMENTS

C. Morrow of Crawford, Smith & Swallow LLP presented the 2021 draft audited financial statements. Note: The Registered Charity Return was filed on June 30, 2022, using draft financial statements. The return will be updated with the finalized statements once they are available.

The following motions were made following the presentation of the 2021 financial statements:

MOTION: 2022-53 To authorize the CEO/Chief Librarian to manage the reserve funds after they have been transferred from the City of Niagara Falls
MOVED BY: J. Anstruther
SECONDED BY: K. Tsiantoulas
MOTION CARRIED

MOTION: 2022-54 To authorize the CEO/Chief Librarian to negotiate a Memorandum of Understanding separating control of the bank accounts and accounts payable with the City of Niagara Falls
MOVED BY: T. Tredwell
SECONDED BY: J. Anstruther
MOTION CARRIED

MOTION: 2022-55 To move the annual surplus from the 2021 draft financial statements of \$128,791 to the Property Reserve Fund
MOVED BY: J. Anstruther
SECONDED BY: T. Tredwell
MOTION CARRIED

MOTION: 2022-56 To approve the 2021 draft audited financial statements as presented at the July 20, 2022, Regular Board Meeting
MOVED BY: D. Parakh
SECONDED BY: J. Anstruther
MOTION CARRIED

C. Morrow and J. Link of Crawford, Smith & Swallow LLP departed the meeting at 5:25 pm

3. DISCLOSURE OF PECUNIARY AND CONFLICT OF INTERESTS

None

4. COMMITTEE-OF-THE-WHOLE SESSION

MOTION: 2022-57 To move into Committee-of-the-Whole
MOVED BY: J. Anstruther
SECONDED BY: B. Ness
MOTION CARRIED

The Niagara Falls Public Library Board went “in camera” at 5:27 pm in order to address matters pertaining to:

- advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- personal matters about an identifiable individual;

MOTION: 2022-58 To rise from Committee-of-the-Whole
MOVED BY: J. Anstruther
SECONDED BY: D. Parakh
MOTION CARRIED

The “in camera” session was completed at 5:48 pm

5. APPROVAL OF MINUTES

- Minutes of May 18th, 2022 – Regular Board Meeting

MOTION: 2022-59 To accept the minutes of the regular Board Meeting held on May 18th, 2022
MOVED BY: L. Lococo
SECONDED BY: K. Tsiantoulas
MOTION CARRIED

6. BUSINESS ARISING FROM THE MINUTES

None

7. CORRESPONDENCE

- Crawford, Smith & Swallow Inc. – Audit services communication
- CRA – Reminder fiscal year has ended
- CRA – Confirmation of Annual Information Return Filing
- OLS 2022 Virtual Conference
- FOPL Updates / Call for Submissions
- Template letter of Congratulations - Election 2022
- Bradford West Gwillimbury Public Library Board Correspondence

In response to Correspondence Item 6.6, the Board directed A. Subnaik Kilgour to send a congratulatory letter to the elected MPP of the Niagara Falls riding.

MOTION: 2022-60 To accept the correspondence of July 20th, 2022
MOVED BY: J. Anstruther
SECONDED BY: K. Tsiantoulas
MOTION CARRIED

8. BOARD INFORMATION AND EDUCATION

- Ontario Election 2022 - OLA and FOPL's Next Steps
- Memo - Feminine Hygiene Products
- Feminine Hygiene Product Pilot Project
- Dalhousie SIM Releases New Master of Information (MI) Competencies
- Niagara Falls Library mention in National Housing Council Report
- Stamford Design Presentation

9. ARTICLES OF INTEREST

Niagara Falls Public Library

- Niagara Falls libraries participating in national month long eBook club event | Niagara Falls Review
- Poets and Painters exhibit returns to Rosberg Gallery at Niagara Falls Library | Niagara This Week - Niagara Falls
- Poets & Painters exhibit on display at Niagara Falls Public Library | Niagara Falls Review
- Kaley Stewart - Community Development and Programming Communications Associate | iHeart Radio
- Narcan Training Session Today at NF Library | 101morefm.ca
- Warm return for Niagara Falls Farmers Market | Niagara This Week - Niagara Falls
- StoryWalks to be displayed throughout summer in downtown Niagara Falls | Niagara Falls Review
- Summer Reading Club | YourTV Niagara
- Stamford Centre library expansion delayed by pandemic restrictions, supply chain issues | Niagara This Week - Niagara Falls

Other

- Proud Boys Disrupt Drag Queen Story Time at SanLorenzo Library | Library Journal
- Why Durham needs Drag Queen Storytime | DurhamRegion.com
- How a B.C. library's Drag Queen Story Hour turned into a nationwide fight for intellectual freedom | CBC Radio-Canada
- Libraries in Canada hit by wave of hate, threats, as right wing groups protest all age drag events | CBC News
- With Rising Book Bans, Librarians Have Come Under Attack | The New York Times
- CFLA Issues Guidance on Responding to “Notices of Personal Liability” | Librarianship.ca
- Collection Rebalance - 2022 Materials Survey | Library Journal

10. FINANCE COMMITTEE

- a) The Library cheque/EFT registers were read into the minutes
- | | |
|------------------------------------|---------------|
| May 1-31, 2022 - 2022 Fiscal Year | \$ 166,432.10 |
| June 1-30, 2022 - 2022 Fiscal Year | \$ 143,037.57 |

b) Monthly Revenue detail:
Revenue details for May 2022
Revenue details June 2022

c) Monthly Actuals:
Actuals as on May 31, 2022
Actuals as on June 30, 2022

d) School Prizes – Monetary Component

e) Capital Project Update

MOTION: 2022- 61 To accept the cheque/EFT registers of May 1-31 and June 1-30, 2022
MOVED BY: B. Ness
SECONDED BY: T. Tredwell
MOTION CARRIED

MOTION: 2022- 62 To accept the revenue and actuals for the months of May and June 2022
MOVED BY: J. Anstruther
SECONDED BY: T. Tredwell
MOTION CARRIED

MOTION: 2022- 63 To accept the list of 2022 Book Prize recipients and approve the monetary amount of \$200 awarded to each recipient
MOVED BY: T. Tredwell
SECONDED BY: L. Lococo
MOTION CARRIED

11. CEO REPORT

A. Subnaik Kilgour

- Update on Stamford Library, staffing, strategic planning, room bookings, Board recruitment, grants and the Board legacy process.

T. Tredwell departed the meeting at 7:04 pm

The Board directed A. Subnaik Kilgour to move forward with a 2-year Deputy CEO contract position, aiming for a Fall 2022 start date, and to keep the Board informed of the process.

MOTION: 2022-64 To accept the CEO report of July 20th, 2022
MOVED BY: J. Anstruther
SECONDED BY: K. Tsiantoulas
MOTION CARRIED

12. NEW BUSINESS

Policy/Bylaw Update Index

- Circulation Policy
- Report on Circulation Policy Changes
- IT Asset Control and Disposal Policy
- Library Closures: Emergencies And Severe Weather Policy
- Fundraising Policy

MOTION: 2022-65 To accept the updated Circulation Policy
MOVED BY: L. Lococo
SECONDED BY: J. Anstruther
MOTION CARRIED

MOTION: 2022-66 To accept the IT Asset Control and Disposal Policy
MOVED BY: J. Anstruther
SECONDED BY: B. Ness
MOTION CARRIED

MOTION: 2022-67 To accept the Fundraising Policy
Note: this policy should be reviewed within a year
MOVED BY: D. Parakh
SECONDED BY: K. Tsiantoulas
MOTION CARRIED

13. OTHER BUSINESS

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

- May 2022 Qualitative Statistics
- May 2022 Quantitative Statistics
- June 2022 Qualitative Statistics
- June 2022 Quantitative Statistics
- Farmers' Market 2022 Smart BUS Wi-Fi Use
- Quarterly Snapshot (Q2 April - June 2022)
- Circulation Tracker 2022
- Circulation Trends 2019 through Present

- Post-COVID 19 Recovery Tracker (2022 Compared to 2019)
- Annual Report 2021

MOTION: 2022-68 To accept the 2021 Annual Report
MOVED BY: B. Ness
SECONDED BY: L. Lococo
MOTION CARRIED

14. ADJOURNMENT

Meeting adjourned at 7:26 pm

NEXT MEETING

September 21, 2022
October 19, 2022
November 16, 2022
December 21, 2022