

**NIAGARA FALLS PUBLIC LIBRARY BOARD
MINUTES OF THE REGULAR MEETING
OCTOBER 19, 2022**

This meeting was held virtually via *Zoom*

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

REGRETS: D. Parakh

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

CALL TO ORDER:

Meeting called to order at 4:33 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: Add Agenda Item 13 Committee-of-the-Whole Session

MOTION: 2022-82 To approve the agenda of the October 19, 2022 Board Meeting as revised

MOVED BY: K. Letourneau

SECONDED BY: B. Ness

MOTION CARRIED

2. DISCLOSURE OF PECUNIARY AND CONFLICT OF INTERESTS

None

J. Anstruther joined the meeting at 4:40 pm

3. PRESENTATION OF DEPARTMENTAL REPORT

L. Martin, Manager of Community Development & Programming presented a report on Summer Reading Club and Library statistics and trends

L. Martin departed the meeting at 5:08 pm

4. APPROVAL OF MINUTES

- 4.1. Minutes of September 21, 2022 Board Meeting
- 4.2. Minutes of September 21, 2022 Committee-of-the-Whole

MOTION: 2022-83 To accept the regular and committee-of-the-whole minutes of September 21, 2022

MOVED BY: B. Ness

SECONDED BY: J. Anstruther

MOTION CARRIED

5. BUSINESS ARISING FROM THE MINUTES

None

6. CORRESPONDENCE

- 6.1. Confirmation of adjustment to annual return, Canada Revenue Agency
- 6.2. Letter to McCall MacBain Foundation
- 6.3. Thank you letter to J. Burgess, CAO, City of Niagara Falls
- 6.4. Letter to Inspector M. Lagrotteria, Niagara Regional Police Service

MOTION: 2022-84 To accept the correspondence of October 19, 2022

MOVED BY: J. Anstruther

SECONDED BY: T. Tredwell

MOTION CARRIED

7. BOARD INFORMATION AND EDUCATION

- 7.1. Strategic Plan Internal Assessment Report, Lord Cultural Resources
- 7.2. Board Legacy Response Compilation
- 7.3. Canadian Federation of Library Associations Calls for the Release of all Outstanding Residential School Records
- 7.4. CFLA-FCAB Fall 2022 Update
- 7.5. Canada Community Revitalization Fund (CCRF)
- 7.6. News Release: Government of Canada invests over \$8.2 million in community infrastructure and tourism projects in Niagara region
- 7.7. List of Canada Community Revitalization Fund (CCRF) and Tourism Relief Fund (TRF) recipients | Gov't of Canada

The Board directed A. Subnaik Kilgour to prepare a letter calling for the release of all outstanding residential school records on behalf of the Board to be sent to our local and provincial elected officials.

8. ARTICLES OF INTEREST

8.1. Niagara Falls Public Library

8.1.1. Active Start offered by Niagara Falls Library gets kids with intellectual disabilities moving | Niagara This Week

8.2. Other

8.2.1. Reducing chronic homelessness through collaboration, community partners | Municipal World

8.2.2. NRP’s community policing pilot project up for review | The Standard

8.2.3. All Hands on Deck at Nashville Public Library | LJ Marketer of the Year Award 2022 | Library Journal

The Board directed A. Subnaik Kilgour to draft a letter on behalf of the Board in support of the Community Policing Pilot Project to be sent to the projects review panel.

9. FINANCE COMMITTEE

9.1. Library Cheque/EFT registers:

9.1.1. August 31, 2022 (2022 Fiscal Year) \$ 75,221.80

9.1.2. September 1-30, 2022 (2022 Fiscal Year) \$ 129,948.65

9.2. Monthly Revenue detail:

9.2.1. Revenue details for September 2022

9.3. Monthly Actuals

9.3.1. Actuals as on September 30, 2022

9.4. 2023 Capital Budget Meeting with City of Niagara Falls

The Board requested further information regarding the budgeting and pacing of the 2022 utility expenses, particularly hydro expenses. K. Rimnyak to follow up with this information.

MOTION: 2022- 85 To accept the cheque/EFT registers of August 31, and September 1-30, 2022
MOVED BY: L. Lococo
SECONDED BY: K. Letourneau
MOTION CARRIED

MOTION: 2022- 86 To accept the revenue and actuals for the month of September 2022
MOVED BY: J. Anstruther
SECONDED BY: K. Letourneau
MOTION CARRIED

10. CEO REPORT

A. Subnaik Kilgour presented her report orally

- Information and updates were provided on the CCRF Grant, the Stamford Library renovation, procurement, and staffing

MOTION: 2022-87 To accept the CEO report of October 19, 2022

MOVED BY: J. Anstruther

SECONDED BY: K. Tsiantoulas

MOTION CARRIED

11. NEW BUSINESS

11.1. Policy/By-law Update Index

11.1.1. Volunteer Policy

10.1.2. Procurement Policy

Revision: A typo was identified and corrected

MOTION: 2022-88 To accept the revised Volunteer Policy as amended

MOVED BY: B. Ness

SECONDED BY: J. Anstruther

MOTION CARRIED

Revision: A threshold amount of \$100 was added to Section *1.6 Library's Conduct and Conflict of Interest*

MOTION: 2022-89 To accept the revised Procurement Policy as amended

MOVED BY: J. Anstruther

SECONDED BY: T. Tredwell

MOTION CARRIED

12. OTHER BUSINESS

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

12.1. 2023 Holiday Closure Schedule

12.2. Quarterly Snapshot (Q3 July - September 2022)

12.3. September 2022 Qualitative Statistics

12.4. September 2022 Quantitative Statistics

MOTION: 2022- 90 To accept the Holiday Closure Schedule as presented
MOVED BY: B. Ness
SECONDED BY: J. Anstruther
MOTION CARRIED

13. COMMITTEE-OF-THE-WHOLE SESSION

MOTION: 2022- 91 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 6:56 pm in order to address matters pertaining to:

- labour relations or employee negotiations;

MOTION: 2022-93 To rise from Committee-of-the-Whole
MOVED BY: J. Anstruther
SECONDED BY: T. Tredwell
MOTION CARRIED

The “in camera” session was completed at 7:22 pm.

14. ADJOURNMENT

Meeting adjourned at 7:22 pm

NEXT MEETING

November 16, 2022
December 21, 2022
January 18, 2023