

**NIAGARA FALLS PUBLIC LIBRARY BOARD**  
**MINUTES OF THE REGULAR MEETING**  
January 23, 2020  
Victoria Avenue Library Board Room

**PRESENT:** A. Andres-Jones (Chair), J. Anstruther (Vice-Chair), K. Letourneau, B. Ness, T. Tredwell  
**REGRETS:** K. Tsiantoulas  
**ABSENT:** C. Ioannoni (Councillor), L. Ravesi  
**STAFF:** A. Subnaik Kilgour, K. Rimnyak

**CALL TO ORDER:**

Meeting called to order at 4:56 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: 2020-01** To approve the agenda of January 23, 2020

**MOVED BY:** B. Ness

**SECONDED BY:** K. Letourneau

**MOTION CARRIED**

**2) DISCLOSURE OF PECUNIARY AND CONFLICT OF INTERESTS**

None

**MOTION: 2020-02** To excuse trustee C. Ioannoni for her 3 months absence from board meetings maintaining her position as a NFPL trustee

**MOVED BY:** B. Ness

**SECONDED BY:** J. Anstruther

**MOTION CARRIED**

**3) APPROVAL OF MINUTES**

**MOTION: 2020-03** To accept the minutes of December 19, 2019

**MOVED BY:** K. Letourneau

**SECONDED BY:** J. Anstruther  
**MOTION CARRIED**

**4) BUSINESS ARISING FROM THE MINUTES**

None

**5) CORRESPONDENCE**

Letter from A. Fazzari, recent NFPL Coop Student  
Legacy Spaces, The Gord Downie & Chanie Wenjack Fund  
Southern Ontario Library Service Newsletter  
Thank you card, program participants of Crafternoons and Painting

**MOTION: 2020-04** To accept the correspondence of January 23, 2020

**MOVED BY:** T. Tredwell

**SECONDED BY:** B. Ness

**MOTION CARRIED**

**6) BOARD INFORMATION AND EDUCATION**

OLBA Boot Camp – February 1, 2020

**7) ARTICLES OF INTEREST**

*The history of Niagara Falls through poetry | The Niagara Falls Review*  
*Service Canada told key to boosting use of online services is human touch | CBC*  
*Inside The E-Book 'War' Waging Between Libraries And Publishers | WGBH News*  
*Town seeks direct appointment of Library CEO | The Voice of Pelham*

**8) FINANCE COMMITTEE**

a) The Library cheque registers were read into the minutes

December 1-15, 2019	\$37,005.83
December 16-31, 2019	\$29,004.77

**MOTION: 2020-05** To accept the cheque registers of December 1-31, 2019

**MOVED BY:** J. Anstruther

**SECONDED BY:** T. Tredell

**MOTION CARRIED**

b) Operating Financials – actuals as at December 31, 2019

**MOTION: 2020-06** To accept the financial reports of December 31, 2019

**MOVED BY:** K. Letourneau

**SECONDED BY:** J. Anstruther

**MOTION CARRIED**

## 9) PROPERTY ITEMS

**MOTION: 2020-07** To move into Committee-of-the-Whole to discuss property matter  
**MOVED BY:** B. Ness  
**SECONDED BY:** J. Anstruther  
**MOTION CARRIED**

The Niagara Falls Public Library Board went “in camera” at 5:45 pm to discuss a proposed or pending acquisition or disposition of land by the board.

**MOTION: 2020-08** To rise from Committee-of-the-Whole  
**MOVED BY:** K. Letourneau  
**SECONDED BY:** J. Anstruther  
**MOTION CARRIED**

The “in camera” session was completed at 6:45 pm

## 10) CEO REPORT

### A. Subnaik Kilgour

- Inquiries are being made into different options for security companies, in hopes of finding security that is well equipped to deal with the security challenges experienced at the Library
- Haudenosaunee Language Program is being well received and is progressing well
- Policy audit continues to progress with our HR Consulting Firm. Policies have been vetted by their legal team and are insured
- OLA Boot Camp is being offered on Saturday, February 1<sup>st</sup>. Board members are encouraged to attend
- A donation was received from a reciprocal borrower
- Additional EAP services are now in place for staff

## 11) NEW BUSINESS

### 1. Biohazard Clean-up Policy

**MOTION: 2020-09** To approve the Biohazard Clean-up Policy effective January 23, 2020  
**MOVED BY:** B. Ness  
**SECONDED BY:** K. Letourneau  
**MOTION CARRIED**

### 2. Workplace Violence and Harassment Policy

**MOTION: 2020-10** To approve the *Workplace Violence and Harassment Policy* effective January 23, 2020, in replacement of Workplace Harassment Policy (eff. June 16, 2010) and Workplace Violence & Prevention Policy (eff. June 16, 2010) with the inclusion of the standard heading including “NFPL/Effective Date/Policy Name and with amendments. E.g., definition of “visitors to sign in”, clarification to entrance exit – where multiple entrances.

**MOVED BY:** T. Tredwell  
**SECONDED BY:** K. Letourneau  
**MOTION CARRIED**

**MOTION: 2020-11** To accept the CEO report for January 23, 2020  
**MOVED BY:** B. Ness  
**SECONDED BY:** K. Letourneau  
**MOTION CARRIED**

**12) OTHER BUSINESS**

1. December 2019 Qualitative Statistics were provided for the Board's review
2. December 2019 Quantitative Statistics were provided for the Board's review

**13) ADJOURNMENT**

Meeting adjourned at 7:29 pm

NEXT MEETING  
4:30 PM  
at Victoria Avenue Library

February 19, 2020  
March 18, 2020  
April 15, 2020  
May 20, 2020  
June 17, 2020