

**NIAGARA FALLS PUBLIC LIBRARY BOARD**  
**MINUTES OF THE REGULAR MEETING**  
September 19, 2018  
Victoria Avenue Library Board Room

**PRESENT:** B. Ness (Chair), A. Andres-Jones (Vice-Chair), F. Franze, K. Letourneau, J. Stamp, K. Tsiantoulas

**REGRETS:** J. Anstruther, K. Dockstader

**ABSENT:** C. Ioannoni (Councillor)

**STAFF:** A. Subnaik Kilgour, K. Goodman

**1) CALL TO ORDER:**

Meeting called to order at 4:46 pm

**2) APPROVAL OF AGENDA**

**MOTION: 2018-45** To approve the agenda of September 19, 2018

**MOVED BY:** F. Franze

**SECONDED BY:** K. Letourneau

**MOTION CARRIED**

**DISCLOSURE OF CONFLICT OF INTEREST**

None

**3) APPROVAL OF MINUTES**

**MOTION: 2018-46** To accept the minutes of the regular meeting of June 20, 2018

**MOVED BY:** A. Andres-Jones

**SECONDED BY:** K. Letourneau

**MOTION CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

None

**4) CORRESPONDENCE**

Thank you to L. Martin - MYAC

Thank you –Saint Paul Catholic High School

Thank you – J. Meyer of Saint Michael Catholic High School

Thank you – Niagara Falls (New York) Public Library

Reciprocal Service Agreement

Library Board Recruitment – Ontario Library Boards’ Association

Notice letter – Canada Revenue Association

Article: Reviving the lost art of letter writing The Niagara Falls Review

**MOTION: 2018-47** The October Library Board meeting be moved to October 10<sup>th</sup>, 2018 so that the Audited Financial Statements can be approved in time for the Public Library Operating Grant to be submitted by its deadline.

**MOVED BY:** A. Andres-Jones

**SECONDED BY:** K. Letourneau

**MOTION CARRIED**

**MOTION: 2018-48** To endorse the Reciprocal Service Agreement between Niagara Falls Public Library, Pelham Public Library, Welland Public Library and Fort Erie Public Library

**MOVED BY:** A. Andres-Jones

**SECONDED BY:** J. Stamp

**MOTION CARRIED**

**5) FINANCE COMMITTEE**

a) The Library cheque registers were read into the minutes

June 1-30, 2018	\$57,217.05
July 1-31, 2018	\$71,918.69
August 1-31, 2018	\$67,960.22

**MOTION: 2018-49** To accept the cheque registers of June 1-31, July 1-31, & Aug 1-31, 2018

**MOVED BY:** K. Letourneau

**SECONDED BY:** F. Franze

**MOTION CARRIED**

b) Operating Budget – actuals as at June 30, July 31, & August 31, 2018

**MOTION: 2018-50** To accept the financial reports of June 30, July 31, & August 31, 2018

**MOVED BY:** F. Franze

**SECONDED BY:** K. Letourneau

**MOTION CARRIED**

**6) CEO REPORT:**

A. Subnaik Kilgour

- Recommendation to adopt and endorse CLA/CFLA Position Statement

**MOTION: 2018-51** The Niagara Falls Public Library adopts and endorses the CLA and now CFLA's Position Statement on *Library & Literacy Services for Indigenous (First Nations, Metis, & Inuit) Peoples of Canada*

**MOVED BY:** A. Andres-Jones

**SECONDED BY:** J. Stamp

**MOTION CARRIED**

- Staffing update – Indigenous Grant Intern and Graphics and Design Associate
- PLOG application is now open, it is due October 16<sup>th</sup>, 2018

- Reciprocal borrowing with Welland, Fort Erie and Pehlam has begun, we are now in second year with Niagara-on-the-Lake. Official launch reception on Sept 26<sup>th</sup>, 2018
- Regional Libraries have collaborated and will be sharing costs on radio advertisements promoting Ontario Public Library Week
- Access control and key fob system is currently being installed at Victoria Library
- An update on the Culture Hub was given – the City will be responsible for the proposed Woodshop Space. The Library plans on offering Programming and Outreach services, a Novel Branch and Book Locker pick-up
- A new space is available for lease near the Stamford Library. Recommendation to submit a letter of intent to allow time for a cost-benefit analysis

**MOTION: 2018-52** Re Stamford Branch: move that letter of intent be signed to do cost/benefit analysis of move to new site

**MOVED BY:** F. Franze

**SECONDED BY:** A. Andres-Jones

**MOTION CARRIED**

**7) NEW BUSINESS**

1. Volunteers Policy

**MOTION: 2018-53** That the *Volunteers Policy* be approved as revised and amended on September 19, 2018

**MOVED BY:** A. Andres-Jones

**SECONDED BY:** K. Tsiantoulas

**MOTION CARRIED**

**8) OTHER BUSINESS:**

1. A report was given on the May & June pilot project at Community Centre
2. The 2017 Annual Report was included for the Board's review

**9) ADJOURNMENT:**

Meeting adjourned at 6:07 pm

NEXT MEETING  
4:45PM  
at Victoria Avenue Library

October 10, 2018  
November 21, 2018  
December 19, 2018