

NIAGARA FALLS PUBLIC LIBRARY BOARD
MINUTES OF THE REGULAR MEETING
August 28, 2020
Victoria Avenue Library LaMarsh Room

PRESENT: A. Andres-Jones (Chair), J. Anstruther (Vice-Chair), L. Lococo, B. Ness, T. Tredwell,
K. Letourneau (attended virtually, left at 2:48 pm)

ABSENT: K. Tsiantoulas

STAFF: A. Subnaik Kilgour, K. Rimnyak, B. Gillap (left at 3:15 pm)

GUEST: M. Love, ML Consulting (presented virtually, completed at 3:14 pm)

CALL TO ORDER:

Meeting called to order at 2:00 pm

1) APPROVAL OF AGENDA

MOTION: 2020-34 To approve the agenda of August 28, 2020
MOVED BY: B. Ness
SECONDED BY: T. Tredwell
MOTION CARRIED

2) Committee-of-the-Whole Session

MOTION: 2020-35 To move into Committee-of-the-Whole
MOVED BY: B. Ness
SECONDED BY: L. Lococo
MOTION CARRIED

The Niagara Falls Public Library Board went “in camera” at 2:03 pm in order to address matters pertaining to:

1. Labour relations or employee negotiations
2. A proposed or pending acquisition of land for municipal or local board purposes or disposal of land no longer needed for municipal purposes

MOTION: 2020-37 To rise from Committee-of-the-Whole
MOVED BY: J. Anstruther
SECONDED BY: L. Lococo
MOTION CARRIED

The “in camera” session was completed at 4:25 pm

3) DISCLOSURE OF PECUNIARY AND CONFLICT OF INTERESTS

None

4) APPROVAL OF MINUTES

MOTION: 2020-38 To accept the minutes of February 19, March 24, April 15, June 5, and July 24, 2020 as amended

MOVED BY: J. Anstruther

SECONDED BY: T. Tredwell

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

None

5) CORRESPONDENCE

Pre-Audit Letter, Crawford Smith & Swallow LLP

Independence Letter, Crawford Smith & Swallow LLP

Engagement Letter, Crawford Smith & Swallow LLP

Request for Funding, Director of Finance, City of Niagara Falls

Letter to AJ. Heafey, Gateway Residential & Community Support Services

Letter to Constable McGill, Niagara Regional Police Service

MOTION: 2020-39 To accept the correspondence of August 28, 2020

MOVED BY: B. Ness

SECONDED BY: L. Lococo

MOTION CARRIED

6) BOARD INFORMATION AND EDUCATION

Transition Committee Announcement, SOLS

Statement of Solidarity with Black Community Against Systemic Racism, FOPL

Media Release, City of Niagara Falls opening two indoor cooling centres

7) ARTICLES OF INTEREST

Niagara Falls Public Library

Life during outbreak: Niagara libraries, museums want to document people's experiences | The Niagara Falls Review

Staff laid off as demand for Niagara Falls library digital resources surges | The Niagara Falls Review

Curbside pickup service at Niagara Falls library to start in June | The Niagara Falls Review

New pick up service now available and computer access resumes at Niagara Falls library branches | The Niagara Falls Review

Other

All is forgiven as Brant libraries eliminate fines | Brantford Expositor

Four Niagara libraries eliminate late fees on children's materials | Niagara This Week

Vaughan library kisses late fees goodbye | Toronto Star

ER doctors gave cellphones to their patients and results were stunning | The Star
Hamilton public library ends fees for youth, waives for all during pandemic | CBC
In Canadian libraries, the era of late fees may be headed to history books | The Canadian Press

8) FINANCE COMMITTEE

a) The Library cheque registers were read into the minutes

February 1-March 31, 2020 (2019 Fiscal Year)	\$7032.88
February 1-15, 2020	\$57,788.04
February 16-29, 2020	\$55,662.66
March 1-31, 2020	\$81,939.68
April 1-30, 2020	\$139,561.20
May 1-31, 2020	\$69,198.67
June 1-30, 2020	\$49,161.90
July 1-31, 2020	\$36,067.91

MOTION: 2020-40 To accept the cheque registers of February 1 – July 31, 2020
MOVED BY: J. Anstruther
SECONDED BY: B. Ness
MOTION CARRIED

b) Monthly revenue reports were provided for February – July, 2020

c) Operating Budget – actuals as at July 31, 2020

MOTION: 2020-41 To accept the financial reports of July 31, 2020
MOVED BY: B. Ness
SECONDED BY: J. Anstruther
MOTION CARRIED

d) A revised 2020 Operating Budget was submitted to the Board for approval. This revised version included adjustments to bring the overall budget down from a 4% to a 2.2% increase over prior year as approved by Niagara Falls City Council.

MOTION: 2020-42 To approve the revised 2020 Operating Budget as presented at the August 28, 2020 meeting.
MOVED BY: J. Anstruther
SECONDED BY: T. Tredwell
MOTION CARRIED

9) CEO REPORT

A. Subnaik Kilgour

- Reopening framework:
 - NFPL is currently implementing Stage 2 services, including expanding Curbside and offering computer access
 - We will then work on proceeding with Stage 3 services which will include Browse, Borrow, Go and access to the Library space

- Ongoing is installation of plexiglass, signage, and rearranging of furniture/spaces
- Different sterilization options are being explored (fogging, UV)
- Library services:
 - Currently available: Curbside pick-up at all locations, Online resources, Virtual programs, Visiting Library Service, WiFi, Print pick-up
 - Coming soon: Computer access, Browse by appointment, Research/Study by appointment
- Staffing update:
 - Currently evaluating and determining the organization's staffing needs to support business continuity and the expansion of service delivery
 - To support the expansion of services, staff members currently off have been offered limited hours
 - Training and reintegration is taking place for staff who have been laid off on new procedures and safety protocols as per Public Health, while working within the constraints set by the Ontario and local government

MOTION: 2020-43 To accept the CEO report for August 28, 2020
MOVED BY: B. Ness
SECONDED BY: L. Lococo
MOTION CARRIED

MOTION: 2020-44 To amend *Niagara Falls Public Library Board By-Law Number 1* to reflect the two amendments to the *Public Libraries Act* that came into effect on December 10, 2019 as part of the government's *Better for Peoples, Smarter for Business Act, 2019*.
MOVED BY: T. Tredwell
SECONDED BY: J. Anstruther
MOTION CARRIED

10) NEW BUSINESS:

1. Social Media Policy – Public Use

MOTION: 2020-45 To approve the Social Media Policy effective August 28, 2020
MOVED BY: B. Ness
SECONDED BY: J. Anstruther
MOTION CARRIED

2. Face Mask Policy

MOTION: 2020-46 To approve the Face Mask Policy effective August 28, 2020
MOVED BY: T. Tredwell
SECONDED BY: B. Ness
MOTION CARRIED

3. A Report on Curbside Holds Pick Up and Take & Go Holds Pick Up Services was submitted to the Board for their review by S. DiBattista, Manager of Customer Service.

11) OTHER BUSINESS:

1. February - July 2020 Quantitative Statistics were provided for the Board's review
2. OLA Superconference Staff Report by A. Dronyk was submitted to the Board
3. OLA Superconference Staff Report by L. Chadwick was submitted to the Board

12) ADJOURNMENT:

Meeting adjourned at 5:22 pm

NEXT MEETING
at Victoria Avenue Library
September 22, 2020 at 2:00 pm