

**NIAGARA FALLS PUBLIC LIBRARY BOARD**  
**MINUTES OF THE REGULAR MEETING**  
December 16, 2020  
Victoria Avenue Library LaMarsh Room

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

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

**GUESTS:** S. DiBattista, Manager of Customer Service  
C. Morrow, Crawford Smith & Swallow Inc.

**CALL TO ORDER:**

Meeting called to order at 4:32 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: Agenda items 3.1 and 3.2 delayed to the January 2021 meeting

**MOTION: 2020-81** To approve the agenda of December 16, 2020

**MOVED BY:** B. Ness

**SECONDED BY:** J. Anstruther

**MOTION CARRIED**

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

None

**3. PRESENTATION**

Report on Going Fine-Free at Niagara Falls Public Library was presented by S. DiBattista, Manager of Customer Service

**MOTION: 2020-82** That the Niagara Falls Public Library begin an official pilot project to become fine-free from January 1 – December 31, 2021 and evaluate the community and financial impact in Fall 2021.

**MOVED BY:** J. Anstruther

**SECONDED BY:** T. Tredwell

**MOTION CARRIED**

**S. DiBattista departed 5:13 pm**

**4. PRESENTATION**

The 2019 audited draft financial statements were presented by C. Morrow of Crawford Smith and Swallow Inc.

**MOTION: 2020-83** To approve 2019 audited financial statements as presented at the December 16, 2020 regular meeting.

**MOVED BY:** K. Letourneau

**SECONDED BY:** J. Anstruther

**MOTION CARRIED**

**C. Morrow departed 5:44pm**

**5. APPROVAL OF MINUTES**

**MOTION: 2020-84** To accept the minutes of November 18, 2020 as amended

**MOVED BY:** J. Anstruther

**SECONDED BY:** L. Lococo

**MOTION CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

None

**6. CORRESPONDENCE**

Thank you letter from Project Share

Report to Niagara Falls City Council – Reopening Library Services during COVID-19 and Year End Update

**MOTION: 2020-85** To accept the correspondence of December 16, 2020

**MOVED BY:** K. Tsiantoulas

**SECONDED BY:** T. Tredwell

**MOTION CARRIED**

**7. BOARD INFORMATION AND EDUCATION**

Rack card for Extreme Cold Weather Relief, City of Niagara Falls

Ontario Human Rights Commission policy statement on the COVID-19 pandemic

OMERS Stewardship Report for 2019

NFPL Control Memo as part of the 2019 Audit

**8. ARTICLES OF INTEREST**

Niagara Falls Public Library

*New Rotary Storywalk trail in Falls encourages literacy, fitness* | Niagara This Week

*New Niagara Falls facility intended to help chronically homeless find housing* | The St. Catharines Standard

Other

*New Kitchener library will be first in region to feature community kitchen | The Record*  
*Sudbury chosen as Ontario headquarters for library services | SooToday*  
*Halifax's fine-free library program prompts return of long overdue books | The Signal*  
*Why there's no consensus on library book quarantines | CBC News*  
*Homeless encampment in Niagara Falls dismantled by city staff | The St. Catharines Standard*

**9. FINANCE COMMITTEE**

- a) The Library cheque registers were read into the minutes  
November 1-30, 2020 \$114,021.66

**MOTION: 2020-86** To accept the cheque registers of November 1- 30, 2020  
**MOVED BY:** B. Ness  
**SECONDED BY:** T. Tredwell  
**MOTION CARRIED**

- b) Monthly revenue report was provided for November 2020

**MOTION: 2020-87** To accept the financial reports of November 30, 2020  
**MOVED BY:** J. Anstruther  
**SECONDED BY:** K. Letourneau  
**MOTION CARRIED**

**10. COMMITTEE-OF-THE-WHOLE SESSION**

**MOTION: 2020-88** To move into Committee-of-the-Whole  
**MOVED BY:** L. Lococo  
**SECONDED BY:** K. Tsiantoulas  
**MOTION CARRIED**

The Niagara Falls Public Library Board went “in camera” at 5:53 pm in order to address matters pertaining to Labour relations or employee negotiations and a proposed or pending acquisition of land for municipal or local board purposes.

**MOTION: 2020-89** To rise from Committee-of-the-Whole  
**MOVED BY:** D. Parakh  
**SECONDED BY:** T. Tredwell  
**MOTION CARRIED**

The “in camera” session was completed at 6:19 pm

**11. CEO REPORT**

A. Subnaik Kilgour

- As of the first week of December, the Library extended hours at Victoria Ave location.
  - Currently open weekdays, including one evening and a Saturday

- The *COVID-19 Response Framework: Keeping Ontario Safe and Open – Lockdown Chart for Niagara Falls Public Library* that was shared with City Council was provided.
- The Library requested a staff entrance at the MacBain Centre at the beginning of the pandemic. A security pin pad has now been installed off of the staff room.
- A glass wall will be installed at MacBain to provide staff a “Safe space”. The cost will be coded to MacBain Renovations, an approved capital project.
- Two staff retirements were shared with the Board.
- Staff service-year milestones for the 2020 year were shared with the Board.
- The Library has been facilitating community conversations between partners locally and at the Region. Three meetings have been held thus far to discuss gaps in service delivery, challenges caused by COVID-19 and supporting the Out of the Cold shelter.
- A. Subnaik Kilgour participated in a City Senior Director’s Workshop on the new Niagara Falls Parks, Recreation and Culture Master Plan. An outline of the workshop was provided.
- An Operating Budget meeting took place on December 10<sup>th</sup> with City staff to discuss the Library’s 2021 budget. Budget notes that were prepared for City staff were provided to the Board.

**MOTION: 2020-90** To accept the CEO report for December 16, 2020

**MOVED BY:** T. Tredwell

**SECONDED BY:** J. Anstruther

**MOTION CARRIED**

## **12. NEW BUSINESS**

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

1. 2019 Annual Report
2. Supply and Services Policy

## **13. OTHER BUSINESS**

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

1. November 2020 Qualitative Statistics
2. November 2020 Quantitative Statistics

## **14. ADJOURNMENT**

Meeting adjourned at 6:56 pm

NEXT MEETING  
at Victoria Avenue Library

January 20, 2021  
February 17, 2021  
March 17, 2021