

**NIAGARA FALLS PUBLIC LIBRARY BOARD
MINUTES OF THE REGULAR MEETING
March 17, 2021**

This meeting was held virtually on Zoom

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

STAFF: A. Subnaik Kilgour, B. Gillap, K. Rimnyak, C. Burton (IT Support)

GUESTS: Brandon Fratarcangeli, Southern Ontario Library Service

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

AMENDMENT: Move New Business agenda item 12.1. *Building Condition Report by B. Gillap, Operations Administrator* to follow agenda item 3. *Presentation on Board Governance by Brandon Fratarcangeli, Southern Ontario Library Service*

MOTION: 2021-24 To approve the agenda of March 17, 2021 as amended

MOVED BY: J. Anstruther

SECONDED BY: D. Parakh

MOTION CARRIED

2. DISCLOSURE OF PECUNIARY AND CONFLICT OF INTERESTS

None

3. PRESENTATION ON BOARD GOVERNANCE BY BRANDON FRATARCANGELI, SOUTHERN ONTARIO LIBRARY SERVICE

A copy of the slide presentation was included in the Board Package provided to the Board prior to the meeting.

B. Fratarcangeli departed at 5:19 pm

4. NEW BUSINESS

1. Building Condition Report was presented by Brad Gillap, Operations Administrator
A copy of the report was included in the Board Package provided to the Board prior to the meeting.

B. Gillap departed 6:00 pm

MOTION: 2021-25 To accept the Building Condition Report as submitted and presented by B. Gillap at the March 17, 2021 regular meeting.

MOVED BY: J. Anstruther

SECONDED BY: K. Tsiantoulas

MOTION CARRIED

5. APPROVAL OF MINUTES

MOTION: 2021-26 To accept the minutes of February 17, 2021 as amended

MOVED BY: B. Ness

SECONDED BY: J. Anstruther

MOTION CARRIED

MOTION: 2021-27 To accept the committee-of-the-whole minutes of February 17, 2021

MOVED BY: K. Tsiantoulas

SECONDED BY: D. Parakh

MOTION CARRIED

6. BUSINESS ARISING FROM THE MINUTES

A. Subnaik Kilgour reached out to the Ministry of Tourism, Culture and Sport as follow up to the 2020 Surplus Discussion that took place at the February 17, 2021 meeting. The response received from R. Lavery has been included in Board Information and Education. There are other relevant documents that A. Subnaik Kilgour has received but has yet to review. The Board directed A. Subnaik Kilgour to review these documents and then hold a meeting to discuss and determine if they want to pursue a legal opinion.

7. CORRESPONDENCE

Confirmation of 2019 return filing, Canada Revenue Agency

MOTION: 2021-28 To accept the correspondence of March 17, 2021

MOVED BY: J. Anstruther

SECONDED BY: K. Letourneau

MOTION CARRIED

8. BOARD INFORMATION AND EDUCATION

The Estimates Process, Let's Talk Libraries

Blog Series: What can you do as a Library Board to improve the relationship between your municipal council and the public library?, Let's Talk Libraries

Coronation Centre Newsletter

Email from Rob Lavery, Ministry of Heritage, Sport, Tourism and Culture Industries

9. ARTICLES OF INTEREST

Library Associations, Agencies, Workers Advocate for Early Vaccination Priority | Library Journal
Hamilton Public Health Seeking Library Staff to Support Vaccination Clinics and Campaign | The Public Record

Canadian libraries increasingly scrapping late fees to boost access to services | CBC News
County library staff to help with COVID-19 vaccination registration | The Wellington Advertiser

10. FINANCE COMMITTEE

a)	The Library cheque/EFT registers were read into the minutes	
	February 1-28, 2021 – 2020 Fiscal Year	\$14,122.76
	February 1-28, 2021 – 2021 Fiscal Year	\$81,024.27

MOTION: 2021-29 To accept the cheque/EFT registers of February 1-28, 2021
MOVED BY: B. Ness
SECONDED BY: K. Letourneau
MOTION CARRIED

b) Monthly revenue and actuals reports was provided for February 2021

MOTION: 2021-30 To accept the reported revenues and actuals of February 2021
MOVED BY: J. Anstruther
SECONDED BY: K. Letourneau
MOTION CARRIED

11. CEO REPORT

A. Subnaik Kilgour

- The Niagara Region is currently in the Red Zone of the Province’s colour-coded COVID-19 restriction framework.
- NFPL’s *COVID-19 Response Framework: Keeping Ontario Safe and Open – Lockdown Chart for Niagara Falls Public Library* has been updated to reflect the change to allow computer use during Grey Lockdown. The updated charts were provided to the Board as an appendix to the CEO Report.
- Interviews have now been completed for the Executive Assistant position (maternity leave)
- The posting for the Project Management Coordinator position closed on March 15th, interviews will soon follow.
- With the passing of the Library’s budget we will be moving forward with an HR and Administrative Assistant. Our hope is that this position will be filled by mid-April.
- As was included in the Library’s 2021 Operating Budget, a 1.8% cost of living increase for Library staff will be implemented.

- An update and photos were provided on the Meeting Rooms and Quiet Study Space capital projects currently being carried out at the Victoria Library.
- The Library is beginning a social impact measurement project, working with consultant, Kimberly Silk. This project will help build the Library's value proposition as we prepare for the Strategic Planning process.

MOTION: 2021-31 To accept the CEO report for March 17, 2021
MOVED BY: L. Lococo
SECONDED BY: J. Anstruther
MOTION CARRIED

12. PROPERTY COMMITTEE UPDATE

J. Anstruther provided the Board specific updates and existing concerns on the construction progress at the Stamford Library. This update included an existing layout sketch being provided to the Board.

L. Lococo departed 6:40 pm

13. OTHER BUSINESS

1. Board Committees review and sign up
 Board members signed up for subcommittees to fill vacancies resulting from board member turnover since the current Board's inaugural meeting on February 20, 2019
2. The following items were provided for the Board's review:
 - i. February 2021 Qualitative Statistics
 - ii. February 2021 Quantitative Statistics

14. ADJOURNMENT

Meeting adjourned at 7:00 pm

NEXT MEETING
 at Victoria Avenue Library

April 21, 2021

May 19, 2021

June 16, 2021