

**NIAGARA FALLS PUBLIC LIBRARY BOARD
MINUTES OF THE REGULAR MEETING
APRIL 19, 2023
BOARD ROOM, VICTORIA AVENUE LIBRARY & GOOGLE MEET**

PRESENT: A. Andres-Jones (Chair), L. Lococo, S. Mongrain, B. Ness, J. Roddy, T. Tredwell, K. Tsiantoulas
REGRETS: J. Anstruther (Vice-Chair)
STAFF: A. Subnaik Kilgour, C. Lee, L. Martin, K. Rimnyak
GUESTS: D. Goldstein, K. Silk, and H. Amez-Droz of Lord Cultural Resources

Meeting was chaired by A. Andres-Jones

CALL TO ORDER:

Meeting called to order at 4:31 pm

A. Subnaik Kilgour introduced C. Lee, Director of Customer Experience

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: 2023-25 To approve the agenda of the April 19, 2023 Board Meeting
MOVED BY: B. Ness
SECONDED BY: S. Mongrain
MOTION CARRIED

2. DISCLOSURE OF PECUNIARY AND CONFLICT OF INTERESTS

None

3. PRESENTATION OF STRATEGIC GOALS AND OBJECTIVES

The team at Lord Cultural Resources completed a presentation of Strategic Goals & Objectives as part of the NFPL's strategic planning process.

Following the presentation and related discussion, the following motion was made:

MOTION: 2023-26 To accept the Strategic Goals and Objectives presentation made by Lord Cultural Resources on April 19, 2023
MOVED BY: J. Roddy
SECONDED BY: T. Tredwell
MOTION CARRIED

D. Goldstein, K. Silk, and H. Amez-Droz of Lord Cultural Resources and L. Martin departed at 5:30 pm

4. APPROVAL OF MINUTES

Regular Minutes of March 29, 2023 Board Meeting

MOTION: 2023-27 To accept the regular minutes of March 29, 2023
MOVED BY: S. Mongrain
SECONDED BY: K. Tsiantoulas
MOTION CARRIED

5. BUSINESS ARISING FROM THE MINUTES

None

6. CORRESPONDENCE

- 6.1. Reminder to file a return, Canada Revenue Agency
- 6.2. Graduate prizes letter, Saint Paul Catholic High School
- 6.3. Graduate prizes letter, Saint Michael Catholic High School
- 6.4. Update to short term disability plan required, Service Canada
- 6.5. Engagement Letter, Crawford Smith & Swallow
- 6.6. Independence Letter, Crawford Smith & Swallow

Regarding items 6.2 and 6.3, the Board instructed NFPL staff to proceed with the 2023 book prize awards for Niagara Falls high school graduates.

Item 6.5. was signed by Board Chair, A. Andres-Jones.

MOTION: 2023-28 To accept the correspondence of April 19, 2023
MOVED BY: L. Lococo
SECONDED BY: K. Tsiantoulas
MOTION CARRIED

7. BOARD INFORMATION AND EDUCATION

- 7.1. Program for OnBoard Trustee Training Day
- 7.2. CFLA-FCAB Spring 2023 Update

8. ARTICLES OF INTEREST

8.1. Niagara Falls Public Library

8.1.1. Culture Box initiative promotes sense of belonging, identity | Niagara This Week

8.2. Other

8.2.1. Authors risk losing copyright if AI content is not disclosed, US guidance says | Ars Technica

8.2.2. Library workers seeing rise in violent incidents according to survey | Meadow Lake NOW

8.2.3. Ontario to get rid of temporary paid sick days, lift some COVID measures in LTC homes | Toronto Star

9. FINANCE COMMITTEE

9.1. Library Cheque/EFT registers:

9.1.1. March 1-31, 2023 - 2023 Fiscal Year \$153,232.25

MOTION: 2023-29 To accept the cheque/EFT register of March 1-31, 2023

Moved BY: T. Tredwell

SECONDED BY: B. Ness

MOTION CARRIED

The previously proposed meeting of the Finance Committee to discuss the presentation of the cheque registers has been postponed until a time when the Board's Terms of Reference are established.

J. Roddy departed at 6:00 pm

9.2. Monthly Revenue detail:

9.2.1. Revenue details for March 2023

MOTION: 2023-30 To accept the revenue details for the month of March 2023

Moved BY: T. Tredwell

SECONDED BY: S. Mongrain

MOTION CARRIED

9.3. Monthly Actuals

9.3.1. Actuals as on March 31, 2023

MOTION: 2023-31 To accept the Actuals Report as on March 31, 2023

Moved BY: S. Mongrain

SECONDED BY: L. Lococo

MOTION CARRIED

10. CEO REPORT

10.1. April 2023

A. Subnaik Kilgour presented the April 2023 CEO Report

Information and updates were provided on customer collections, COVID-19 benefit changes, the

COVID-19 Vaccination Policy, fundraising, asylum seekers and refugees, the financial audit, and regional shared services.

Following the presentation of the CEO report and related discussion, the following motion was made:

MOTION: 2023-32 To accept the CEO report of April 19, 2023
MOVED BY: L. Lococo
SECONDED BY: S. Mongrain
MOTION CARRIED

11. NEW BUSINESS

11.1. Policy Index

11.1.1. COVID Vaccination Policy (to be rescinded)

The Board requested that staff records related to the COVID-19 Vaccination Policy be removed following the guidance of NFPL’s contracted HR consulting firm.

MOTION: 2023-33 To rescind the *COVID-19 Vaccination Policy* as of April 19, 2023
MOVED BY: K. Tsiantoulas
SECONDED BY: S. Mongrain
MOTION CARRIED

11.1.2. Code of Conduct

11.1.2.1. Visual Aid – Scooters

MOTION: 2023-34 To accept the updated *Code of Conduct Policy* as of April 19, 2023
MOVED BY: L. Lococo
SECONDED BY: K. Tsiantoulas
MOTION CARRIED

11.1.3. Short Term Disability Policy

11.1.3.1. Letter from Service Canada

11.1.3.2. Employment Insurance Reduction Program: Short Term Disability Plan Requirements

MOTION: 2023-35 To accept the updated *Short Term Disability Policy*
MOVED BY: S. Mongrain
SECONDED BY: T. Tredwell
MOTION CARRIED

11.1.4. Board By-Law No. 1

The Board requested that a temporary subcommittee be formed for the purpose of creating a Terms of Reference document for the NFPL Board.

An amendment was made to section 5.12 to add the words “or Councillors” following “The Chair shall preside at all meetings of the Board and the Chair and the Mayor”.

MOTION: 2023-36 To accept the updated *Niagara Falls Public Library Board By-law No. 1* [with amendment]

MOVED BY: S. Mongrain

SECONDED BY: L. Lococo

MOTION CARRIED

11.2. OLA Super Conference Staff Reports

11.2.1. B. Dixon, Librarian, CDP

11.2.2. G. Janssen, Librarian, CDP

11.2.3. K. Stewart, Communications Assoc, CDP

11.2.4. L. Martin, Manager, CDP

11.2.5. T. Rehberg, Lead, Customer Service

11.2.6. S. Topping, Lead, Customer Service

12. OTHER BUSINESS

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

12.1. Draft Memorandum of Understanding with the City of Niagara Falls

12.2. March 2023 Qualitative Statistics

12.3. March 2023 Quantitative Statistics

12.4. Q1 Snapshot for January - March 2023

Regarding item 12.1, the draft document will be shared with the Board in an editable version, open for comments and suggestions.

13. ADJOURNMENT

Meeting adjourned at 7:10 pm

NEXT MEETINGS

May 17, 2023

June 21, 2023

September 20, 2023