**NIAGARA FALLS PUBLIC LIBRARY BOARD**
**MINUTES OF THE REGULAR MEETING**
**June 25, 2025**
CONFERENCE ROOM 3, VICTORIA AVENUE LIBRARY & GOOGLE MEET

**PRESENT:** A. Andres-Jones (Chair), J. Anstruther (Vice Chair), M. Fraiman, B. Ness, J. Roddy, T. Tredwell, K. Tsiantoulas

**REGRETS:** L. Lococo, S. Mongrain

**GUESTS:** Paul Ciapanna, Partner, Audit, KPMG LLP
Tiffany Clark, Director of Finance, City of Niagara Falls

**STAFF:** A. Subnaik Kilgour, C. Lee, M. MacLaren, K. Rimnyak

Meeting was chaired by A. Andres-Jones

**CALL TO ORDER:**
Meeting called to order at 4:35 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 Anishinaabe 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**

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| **MOTION: 2025-122** | To approve the agenda of the June 25, 2025 Board Meeting |
| **MOVED BY:** | B. Ness |
| **SECONDED BY:** | J. Roddy |
| **MOTION CARRIED** | |

**2. DISCLOSURE OF PECUNIARY AND CONFLICTS OF INTEREST**
None.

**3. 2023 AUDIT PRESENTATION**
Paul Ciapanna of KPMG presented the 2023 draft audited financial statements.

**J. Anstruther arrived at 4:46 pm**

The Board received the 2023 audited financial statements, presented by KPMG. The auditors issued a qualified opinion related only to the completeness of donation revenues, which is typical for charitable

organizations. The statements reflect the adoption of the new Asset Retirement Obligation (ARO) standard, applied on a modified retrospective basis, resulting in a transitional adjustment of $16,585. The audit also noted an annual surplus of $1.8 million, compared to $350,000 in 2022, with an accumulated surplus of $7 million largely allocated to reserves and assets. The auditors confirmed compliance requirements were met, and that the charitable return for 2023 will be filed with an amendment, with 2024 draft filings to proceed on time. The Board approved the 2023 audited financial statements as presented. The Board thanked P. Ciapanna, T. Clark, and all involved staff for their hard work.

The following motion was made following the presentation:

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| **MOTION: 2025-123** | To approve the 2023 audited financial statements as presented at the June 25, 2025, Regular Board Meeting |
| **MOVED BY:** | T. Tredwell |
| **SECONDED BY:** | K. Tsiantoulas |
| **MOTION CARRIED** | |

**T. Clark and P. Ciapanna departed at 5:01 pm**

## 4. APPROVAL OF MINUTES

4.1. Regular Minutes of May 21, 2025 Board Meeting

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| **MOTION: 2025-124** | To approve the minutes of May 21, 2025 regular meeting |
| **MOVED BY:** | M. Fraiman |
| **SECONDED BY:** | T. Tredwell |
| **MOTION CARRIED** | |

## 5. BUSINESS ARISING FROM THE MINUTES

The Board discussed general administrative processes, including proposed changes to meeting agendas, questions on board package contents, and the possible addition of a record of follow-up items. It was agreed that any questions submitted in advance of the meeting concerning the board package will be printed and addressed during the meeting. It was also noted that administrative staff should continue the practice of including items within the consent agenda where appropriate.

## 6. CONSENT AGENDA

6.1. Department Reports

- 6.1.1. NFPL In the Media, May 2025 - K. Stewart, Communications Associate
- 6.1.2. Cash Award for Secondary School Graduates Report – K. Reyes, Finance and Administrative Assistant
- 6.1.3. Adjustments to the Active Cardholder Statistic Report – L. Martin, Manager of Community Engagement

The Board requested overall changes to the report template.

The Board discussed challenges the library faces in reporting Active Cardholder statistics, as required annually by the Ministry of Tourism, Culture, and Gaming. Key difficulties include accounting for different types of library users who are not consistently tracked in the system and capturing unique visitors across the full range of library services. It was noted that the Ministry considers feedback each year and has gradually implemented suggestions. NFPL has previously recommended including meeting room usage statistics. Representation at meetings and events with leading library associations was highlighted as important for advocacy.

6.2. Strategic Plan Deliverables

6.2.1. Branding and Style Guide Update – Kaley Stewart, Communications Associate and Alba Castro, Graphic Designer

6.2.2. HR Metrics: Wellness Check-in Report - C. Grayley, Team leader and K. Mongeon, Human Resources Generalist

It was noted that staff wellness has improved over the last period. Contributing factors include the launch of the Wellness Committee and the person-in-charge (PIC) system last year, along with initiatives such as open forum meetings, cross-departmental collaboration, enhanced staff communications, and 'Juice' check-ins. These efforts have helped the Library support staff through ongoing changes in the workplace environment, and administration will continue to build on this work.

6.3. Board Information

6.3.1. Reminder – Your fiscal period has ended, Canada Revenue Agency

6.3.2. Thank You Email, Aneta Fleming, Agent, Realty Executives Inc.

6.3.3. Alberta to create guideline for 'age-appropriate' books allowed in K-12 schools, CTV News

6.3.4. OLA Endorses "CSL Statement on Alberta's Announcement Regarding Possible Book Bannings", Ontario Library Association and Ontario School Library Association

6.3.5. Library CEO, Board deluged with concerns over job cuts, Peterborough Examiner

6.3.6. Library CEO no longer employed by the City, Peterborough Examiner

6.3.7. 'Without capacity, we won't be building new homes': Niagara Region needs federal, provincial support for largest project in its 55-year history, St. Catharines Standard

6.3.8. Hamilton Central Library Children's Section Will Move Due to Adult Disruptions, The Public Record

6.3.9. U of O offering free tuition to students from some Algonquin First Nations, CBC News

**MOTION: 2025-125** To receive the consent agenda of June 25, 2025
**MOVED BY:** J. Anstruther
**SECONDED BY:** B. Ness
**MOTION CARRIED**

## 7. ACTION ITEMS

7.1. Strategic Plan Deliverables

7.1.1. Community Space Rental Update – Laura Martin, Manager of Community Engagement

**MOTION: 2025-126** To approve the recommended updates to the Community Space Rental Policy
**MOVED BY:** J. Roddy
**SECONDED BY:** J. Anstruther
**MOTION CARRIED**

7.1.2. 2024 Annual Report - L. Martin, Manager of Community Engagement

A. Subnaik Kilgour advised that this is the complete version of the 2024 Annual Report, with the financial portion to be updated once the 2024 audit is finalized. She noted that the revised 2024 format builds on previous editions, further enhancing the Library's ability to tell its story through visuals alongside statistics.

**MOTION: 2025-127** To approve the recommended new format of the Library's Annual Report
**MOVED BY:** M. Fraiman
**SECONDED BY:** K. Tsiantoulas
**MOTION CARRIED**

## 8. COMMITTEE-OF-THE-WHOLE SESSION

**MOTION: 2025-128** To move into Committee-of-the-Whole
**MOVED BY:** T. Tredwell
**SECONDED BY:** J. Anstruther
**MOTION CARRIED**

The Niagara Falls Public Library Board went "in camera" at 5:58 pm in order to address matters pertaining to:

- Personal matters about an identifiable individual; and
- A proposed or pending acquisition or disposition of land by the board.

**MOTION: 2025-136** To rise from Committee-of-the-Whole
**MOVED BY:** K. Tsiantoulas
**SECONDED BY:** J. Roddy
**MOTION CARRIED**

The “in camera” session was completed at 7:16 pm.

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| **MOTION: 2025-137** | To accept the business conducted in-camera on June 25, 2025 |
| **MOVED BY:** | M. Fraiman |
| **SECONDED BY:** | B. Ness |
| **MOTION CARRIED** | |

**9. NEW BUSINESS**

None.

**10. OTHER BUSINESS**

None.

**11. ADJOURNMENT**

Meeting adjourned at 7:16 pm

**NEXT MEETINGS**

September 17, 2025
October 15, 2025
November 19, 2025