NIAGARA FALLS PUBLIC LIBRARY BOARD
MINUTES OF THE REGULAR MEETING
September 17, 2025
CONFERENCE ROOM 3, VICTORIA AVENUE LIBRARY & GOOGLE MEET

PRESENT: A. Andres-Jones (Chair), J. Anstruther (Vice Chair), L. Lococo, S. Mongrain, J. Roddy, T. Tredwell, K. Tsiantoulas

REGRETS: M. Fraiman, B. Ness

STAFF: A. Subnaik Kilgour, C. Lee, K. Rimnyak

Meeting was chaired by A. Andres-Jones

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 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

MOTION: 2025-144 To approve the agenda of the September 17, 2025 Board Meeting
MOVED BY: J. Anstruther
SECONDED BY: J. Roddy
MOTION CARRIED

2. DISCLOSURE OF PECUNIARY AND CONFLICTS OF INTEREST
None.

3. APPROVAL OF MINUTES
3.1. Regular Minutes of June 25, 2025 Board Meeting

MOTION: 2025-145 To approve the minutes of the June 25, 2025 regular meeting
MOVED BY: J. Roddy
SECONDED BY: T. Tredwell
MOTION CARRIED

3.2. Special Minutes of August 8, 2025 Board Meeting

MOTION: 2025-146 To approve the minutes of the August 8, 2025 special meeting
MOVED BY: J. Roddy
SECONDED BY: T. Tredwell
MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

None.

S. Mongrain departed at 4:37pm

5. CONSENT AGENDA

5.1. Department Reports

5.1.1. Q2 Finance Update, K. Rimnyak, Finance and Administrative Coordinator
5.1.2. Q1 Actuals Report, K. Rimnyak, Finance and Administrative Coordinator
5.1.3. Q2 Actuals Report, K. Rimnyak, Finance and Administrative Coordinator
5.1.4. Q2 Revenue Report, K. Rimnyak, Finance and Administrative Coordinator

K. Rimnyak reviewed revenue and expenses, noting several key variances from budget. Proceeds from the sale of the Chippawa Branch were recorded as sales revenue and subsequently transferred to reserves, resulting in increases in both Sales and Transfers to Reserves. Interest earned on reserve accounts is now recorded in the operating ledger, contributing to higher-than-budgeted interest revenue and corresponding transfers to reserves.

The Board inquired about the treatment of interest, and it was clarified that while interest is recorded in Operating, it is attributed back to the reserve fund from which it was generated.

A. Subnaik Kilgour advised that City Council has approved moving forward with the Chippawa Multi-Use project and may request the Library's share of proceeds sooner than anticipated to support project cash flow. The Board discussed interim management of the funds, and staff will meet with City representatives to clarify financial processes, timelines, and the structure of the Library's contribution.

5.1.5. Q2 Strategic Plan Report, L. Martin, Manager of Community Engagement

The Board reviewed the first quarter Strategic Plan Report, noting appreciation for the improved reporting format and the work of staff in executing initiatives. Members discussed accessibility of report visuals, ongoing use of public internet and Wi-Fi services, and the continued importance of providing desktop computers. The Board engaged in discussion about cybersecurity.

5.1.6. Q2 System Statistics Report, L. Martin, Manager of Community Engagement
5.1.7. NFPL In the Media, May 2025 - K. Stewart, Communications Associate

5.1.8. Board Meeting Report Schedule Update, M. MacLaren, Finance and Executive Associate

The Board reviewed the proposed Board Report Schedule outlining the timing of recurring reports and legislative obligations. Members expressed support for the schedule and recommended adding policy reviews to ensure obligations are met within each Board term. Administration confirmed that a full policy audit is underway and will be incorporated into future schedules.

5.2. Board Correspondence and Information

5.2.1. School Awards: Thank you Notes

5.2.1.1. Letter: Thank you, A. Wiggins, A.N. Myer Secondary School

5.2.1.2. Graduation program and thank you card, Westlane Secondary School

5.2.1.3. Thank you card, Student, Saint Paul Catholic High School

5.2.1.4. Thank you card, Student, Stamford Collegiate

5.2.2. Email: Suggestion: Adding More Study Pods, Library Customer

A. Subnaik Kilgour advised that the Library was pleased to receive this feedback and is looking to purchase additional study pods for the MacBain Community Centre location.

5.2.3. File Status Update, Canada Revenue Agency

5.2.4. System Stats Hot Sheet, L. Martin, Manager of Community Engagement

5.2.5. Member Update, Federation of Ontario Public Libraries

5.2.6. Memo to Council: Clarification – Chippawa Library in the Multi-Use Community Centre, A. Subnaik Kilgour, CEO/Chief Librarian

5.2.7. Chippawa Willoughby Community Centre Project Report, City of Niagara Falls

5.2.8. News Release: Ontario Investing $11.1 Million to Upgrade Recreation Infrastructure in Niagara Region, Province of Ontario

5.2.9. News Release: Ontario Investing $135 Million to Protect Water Systems and Irrigation Infrastructure in Niagara and Leamington, Province of Ontario

5.2.10. News Release: Niagara Falls Public Library Named New EarlyON Provider in Niagara Falls and Niagara-on-the-Lake, Niagara Region

5.2.11. 2024 Development Charges Treasurer's Statement, City of Niagara Falls

5.2.12. "Libraries: Essential Infrastructure for Strong Libraries" as presented at AMCTO Conference, D. Stevens, Federation of Ontario Public Libraries

S. Mongrain returned at 4:45pm

5.3. Articles

5.3.1. EarlyON childcare service to launch at NOTL library under new provider, Niagara NOW

5.3.2. 'Quite underserved': New EarlyON site welcomed, but NOTL needs more childcare, some say, Niagara NOW

A. Subnaik Kilgour reported that the EarlyON program launch has been well received. Some misinformation in the community was noted. Future media releases could clarify these points.

5.3.3. A book prescription for mental health?, CBC News
5.3.4. Could your beach reads actually be therapeutic? Bibliotherapy suggests they might, CBC News
5.3.5. University of Niagara Falls Canada appoints David Gray as President, Vice-Chancellor, University of Niagara Falls
5.3.6. Waning interest, Toronto Star
5.3.7. UNF partners with Myongji University to expand global opportunities, University of Niagara Falls
5.3.8. Hackers unsuccessfully demanded $18.5-million ransom in Hamilton cyberattack, Hamilton Spectator
5.3.9. Reducing homelessness comes with a high price tag, St. Catharines Standard

K. Tsiantoulas arrived at 5:14pm

MOTION: 2025-147 To receive the consent agenda of September 17, 2025
MOVED BY: T. Tredwell
SECONDED BY: J. Roddy
MOTION CARRIED

6. ACTION ITEMS

6.1. Ratification of Email Vote to Transfer 2024 Operating Surplus to Automation Reserve

MOTION: 2025-148 To ratify the motion adopted by email vote on July 14, 2025, "That the Niagara Falls Public Library Board approve the transfer of $285,000 from the 2024 operating surplus to the Automation Reserve, leaving an estimated $160,000 in operating surplus for stabilization purposes."
MOVED BY: J. Roddy
SECONDED BY: S. Mongrain
MOTION CARRIED

6.2. Board Meeting Schedule Report, M. MacLaren, Finance and Executive Associate

The Board noted that the June meeting date was set later in the month to accommodate the audit process.

MOTION: 2025-149 To approve the 2025/26 Board Meeting Schedule
MOVED BY: J. Anstruther
SECONDED BY: J. Roddy
MOTION CARRIED

6.3. EarlyON Story Pit Report, L. Martin, Manager of Community Engagement

Administration reported that the Story Pit infill project, supported through work with EarlyON, is expected to begin this year. The project will be managed under the Library's procurement policy by staff.

MOTION: 2025-150	To approve the proposed 2025 capital project for the Levelling of the Story Pit at the Victoria Avenue Library for $50,000 (total project budget), with $25,000 funded through one-time EarlyON funding from Niagara Region and $25,000 to be funded by the Library's Property Reserve
MOVED BY:	J. Anstruther
SECONDED BY:	T. Tredwell
MOTION CARRIED	

6.4. Capital Projects Review and 2026 Capital Budget Submission Report, K. Rimnyak, Finance and Administrative Coordinator

K. Rimnyak presented the capital report, which included updates on active projects, reserve commitments, uncommitted balances, and the 2026 capital budget submission of eight priority projects with proposed funding sources.

The Board discussed the sustainability of funding the Integrated Library System (ILS) through reserves. It was emphasized that ILS is an operating cost, and long-term reliance on reserves is not viable.

Concerns were also raised about lighting at the Stamford Centre Library. Design changes during construction, including HVAC and roof modifications and additional shelving, have affected the lighting layout. Three areas now experience shadowing that makes spine labels difficult to read. Administration is assessing solutions and noted that public feedback on this issue is ongoing.

MOTION: 2025-151	To receive the Capital Projects Review and 2026 Capital Budget Submission report for information
MOVED BY:	S. Mongrain
SECONDED BY:	J. Roddy
MOTION CARRIED	

MOTION: 2025-152	To approve the 2026 proposed capital budget submission as presented at the September 17, 2025, Regular Board Meeting
MOVED BY:	T. Tredwell
SECONDED BY:	K. Tsiantoulas
MOTION CARRIED	

The Board took a break from 6:01pm to 6:31pm

L. Lococo arrived at 6:31pm

7. COMMITTEE-OF-THE-WHOLE SESSION

MOTION: 2025-153 To move into Committee-of-the-Whole
MOVED BY: K. Tsiantoulas
SECONDED BY: S. Mongrain
MOTION CARRIED

The Niagara Falls Public Library Board went "in camera" at 6:32 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.

S. Mongrain departed at 7:32pm

MOTION: 2025-158 To rise from Committee-of-the-Whole
MOVED BY: J. Anstruther
SECONDED BY: T. Tredwell
MOTION CARRIED

The "in camera" session was completed at 7:48 pm.

MOTION: 2025-159 To accept the business conducted in-camera on September 17, 2025
MOVED BY: L. Lococo
SECONDED BY: K. Tsiantoulas
MOTION CARRIED

8. NEW BUSINESS

None.

9. OTHER BUSINESS

None.

10. ADJOURNMENT

Meeting adjourned at 7:49 pm

NEXT MEETINGS

October 15, 2025
November 19, 2025
December 17, 2025