

Wollaston Public Library

Board Meeting Minutes

June 16, 2021

Minutes Approved by: _____

Roxanne Lambert

Date: _____

Aug 5, 2021

Meeting Date: June 16, 2021

Attendance: Acting CEO / Librarian: Kelly Veenstra, Board Members: Roxanne Lambert, Jenn Rush, Lynn Kruger, Jeff Swartman, Robynn Ripley, Traci Morrision, Lawrence Wardroper

1. **Call to Order:** Roxanne called the meeting to order at 3:03 PM. She officially introduced Kelly to the Board and welcomed the guest who joined to observe the meeting.

2. **Declaration of Conflict of Interest:** None declared

3. Approval of the Agenda. Motion by Robynn, seconded by Jeff to approve the agenda as amended with the addition of two items under New Business: Website and Next Meeting Agenda items. Carried

4. **Approval of Past Minutes April 20, 2021**

Motion by Robynn, seconded by Jenn to approve the minutes of April 29, 2021 as presented. Carried.

A request was made to have the draft minutes circulated when they are completed so members know what actions or tasks they are to follow up on. **ACTION:** Staff will endeavor to circulate the draft minutes earlier.

5. **Chair Report:** Roxanne advised the Board on the various supports that have been put in place to assist our new acting CEO. Roxanne provided an update on the Service Agreement with the Township of Wollaston. County IT staff have attended and have assessed our computer security and IT needs. Roxanne reported on the work that is needed to update the policies reviewed in 2020. It is hoped that the Board will be able to access policies, minutes, reports etc. on a shared drive in the near future.

Roxanne concluded her report by thanking the Friends of Wollaston Library for their ongoing financial support, which allowed the library to purchase more children and youth books, some programming, open Saturdays, upgrading computer equipment and software, along with the purchase of 2 new patron computers in 2020.

The Board is very pleased that Anne Ireland has confirmed by email dated May 3rd that FOWL will be supporting the Library with a \$2500 donation for 2021.

Motion by Robynn, seconded by Lynn for the Chair to send a letter to the Friends of Wollaston Library thanking them for their commitment of financial support, outlining the

intended purchases with a request to release the funds in July 2021. Carried. **ACTION:** Roxanne to send a letter to FOWL.

6. **CEO Reports**

OPERATIONS REPORT:

The CEO updated the Board on the provincial guidelines. What this means for Wollaston Public Library, as of June 2nd we continue to have curbside pickup and will allow access to computers by appointment only – 30 minute sessions. We are also able to provide photocopy and fax services. In addition, online services continue, until further direction is received from the province. She also provided the Board with an updated Safety Plan.

The CEO provided a recommendation on new hours of operation.

Motion by Roxanne, seconded by Jenn that the Board approve the following days and hours of operation: Wed 10 am – 3 pm and Thursday and Friday noon – 5 pm during this partially closed phase, to be reassessed when these provincial updates happen and following discussion with the Board. Carried

The CEO provided updates on the Good Food program, Bank Signing Authorities; Status of various Funding's; and an update on Collections. She will be cataloguing games, puzzles and audio books to add to the collection. She notes two programs that are happening, Good in Every Grain and Summer TD Reading program.

Annual Requirements from Board Members / Volunteers: The CEO will send out the CRC annual declaration, along with the Health & Safety and AODA policies that need to be reviewed by the Board and Volunteers annually.

The CEO advised the Board that there have been challenges with boxes of books being dropped off at the doorway or in the drop box. She recommended the Board approve a process for people to donate books.

Motion by Roxanne, seconded by Robynn That the Board approve the CEO request to allow book donations that would benefit the library collection, and that we continue to request that books not be dropped off for donation at the library without consulting the CEO. Carried.

ACTION: CEO to work with Jenn to prepare notices about how we will collect books.

FINANCIAL REPORT:

The CEO presented the Balance Sheet for May 31, 2021. Motion by Jenn, seconded by Traci to accept the financial report. Carried

The CEO noted that the Library does have a copy of Quickbooks and she is trying to get access to it. She has added the weeded library books to the shelf to sell and she recommended the Board approve a fee schedule for books. **Motion by Roxanne, seconded by Robynn That the Board approve selling books for \$2.00 per book or 3 / \$5.00 or 7 / \$10.00 and that the CEO is approved able to bring in books currently stored for the book sale to sell at the library, as needed.**

ACTION: CEO to post notice of new prices of books in the Library; Jenn to prepare post for Facebook.

CIRCULATION / STATISTICAL REPORT

The CEO presented the circulation / statistical report, numbers are lower for May as we were closed for a period of time. The CEO clarified that there is a report for Likes and another report for Followers on Facebook. **ACTION:** CEO will separate these two items in future reports.

Motion by Robynn, seconded by Traci to accept the circulation / statistical report as presented. Carried.

7. **New Business**

- **Discussion Delivery services & Draft Policy**

The Board discussed the draft home delivery policy and the use of volunteer drivers. Roxanne advised on the insurance requirements. The board is in favour of this service, provided there is appropriate insurance coverage. Motion by Jenn, seconded by Jeff for the Chair to re-draft the policy as discussed and send it to the Insurers for review and comment. Carried. **ACTION:** Roxanne to edit and send policy to insurer.

- **New Draft Confidentiality policy**

Roxanne provided a draft confidentiality policy that would go along with the Volunteer driver policy. It was noted that the Board Members have not signed a confidentiality statement. Motion by Robynn, seconded by Jenn to accept the policy. **ACTION:** Once the policy is formatted it will be sent to all Board Members to sign off on.

- **Website**

Lawrence and Kelly have access to the website. Lawrence noted that there are two company's supporting website services. **ACTION:** Lawrence offered to prepare a report for the Board about the website costs, to be discussed at the next Board Meeting.

- **Next Agenda Items: Website / Policies & Procedures / Budget Status**

Roxanne noted, the Board will plan to meet in July following the updated provincial announcement about moving to Stage 2. In the fall we will work to establish a regular monthly meeting date/time.

8. **Adjournment: Motion by Jeff, seconded by Traci to adjourn. Carried**