Wollaston Public Library

Meeting January 21st, Draft Minutes

Minutes approved by Roxanne Lambert

Date Feb 18, 2026

Attendance: CEO- Kelly Veenstra, Roxanne Lambert, Peter Lennox, Carol Dahlquist, Wendy Mortimer

Regrets: Traci Morrison, Robynn Ripley,

1. Welcome and Call to Order – Land Acknowledgement at 3:15
2. Declaration of Conflict of Interest- none declared
3. Approval of the Agenda motioned by Peter, seconded by Carol. **Carried**
4. Motion to go into a Closed Meeting CEO Feedback and Development
   Motion: "That the Wollaston Public Library move into a session that is closed to the public in accordance with Section 16.1 (b) personal matters about an identifiable individual" at 23.

Moved by: Pete Seconded by: Carol

Result: **Carried**

Motion: That the Wollaston Public Library move out of session that is closed to the public at 3:25 pm

Moved by: Carol Seconded by: Pete

Result: **Carried**

Motion: The Board approves the Chair to finalize the CEO feedback and development forms as discussed. Moved by Pete, seconded by Wendy. Carried

5. Approval of Minutes December 15, 2025 as amended

Motion by Wendy seconded by Carol **Carried**

6. CEO Reports

Kelly spoke about the month of December, provided some insight on circulation and report and the balance sheet. Kelly plans to have the annual report by March 2026 and mentioned the annual survey will be done in the upcoming months.

Motion to approve the CEO reports by Peter, seconded by Carol **Carried**

Approval of 2026 Library Meeting Schedule

Wednesday, January 21, 2026
Wednesday, February 18, 2026
Wednesday, March 18, 2026
Wednesday, April 15, 2026
Wednesday, May 20, 2026
Wednesday, June 17, 2026
Wednesday, September 16, 2026
Wednesday, October 21, 2026
Wednesday, November 18, 2026
Wednesday, December 16, 2026

Motion to approve the meeting dates by Peter, seconded by Wendy **Carried**

7. Consideration DRAFT 2026 Budget (motion required to submit to Township)
   Review the 2026 Wollaston Public Library Budget Notes

The Board expressed some concerns about the draft budget, It was decided that we will ask for $45,103 which is an increase of 3486.00. This budget will be presented as a balanced budget for 2026.

Motion to approve the budget as amended by Carol seconded by Wendy
Carried

8. Motion to submit to renew the Library Service Agreement with the Township 09 – 2025 with no changes

Motion by peter, seconded by Carol **Carried**

9. Access to CRA Account – Approve Resolution to move forward (See Library Board Report)

Roxanne reported that she has drafted a resolution to help gain access to the libraries CRA account. This has been a challenge in the past. Township staff are willing to assist us with the process.

Motion by Peter seconded by Carol **Carried**

10. Next Steps New Library Build

- Review Next Steps Document

This document was reviewed and discussed as planned. There was some feedback about the proposal of a volunteer advisor for the construction of the property. Carol discussed the gray lines surrounding volunteers in a large-scale project. This will need to be investigated further before any official decisions will be made.

- Discuss DRAFT MOU

Motion for the MOU to be approved as amended, removing Section 5. Future Council Considerations, by Peter, seconded by **Carried**

- Approve Library Board Motions related to advancing the new build project

Deferred until the next meeting

11. Library Board Key Activities for 2026

Keep advancing the proposed New Library Build
Update all policies and procedures
Complete the Community Survey to inform programming and services
Update the Strategic Plan for 2026 onward (Fall 2026)
Access CRA account
Board Evaluation

12. Date for next meeting February 18, 2026