Wollaston Public Library

Meeting February 18, 2026, Draft Minutes

Minutes approved by Roxanne Lambert

Date March 18, 2026

Attendance: CEO- Kelly Veenstra, Roxanne Lambert, Peter Lennox, Carol Dahlquist, Robynn Ripley

Regrets: Traci Morrison, Wendy Mortimer

1. Welcome and Call to Order – Land Acknowledgement at 3:18
2. Declaration of Conflict of Interest- none declared
3. Approval of the Agenda as amended. (To move item #9 to the beginning of the meeting.) motioned by Peter, seconded by Carol. **Carried**
4. Approval of the minutes Jan 21st, 2026, as amended. motioned by Peter, seconded by Carol. **Carried**
5. Next steps New Library Build.

A) The Township approved our MOU at their February 10, 2026 meeting. The Clerk has provided a copy of the draft bylaw for the MOU which is scheduled to be on the March 10th Council meeting. The Board has no suggested changes to the draft bylaw.

B) The Board approved a package of resolutions related to the New Library Construction Project. These include:

1. Confirmation of Project Intent
2. Authorization to Apply for Grants and Fundraise
3. Authorization to Retain Professional Services
4. Project Governance and Oversight
5. Signing Authority

6. Financial Controls and Reporting

Moved by Robynn, Seconded by Carol. Carried

C) Fred Kursikowski was invited to speak to the board by the Roxanne. She introduced him and explained our project plans. He provided the board with some background information about himself and his experiences related to building and construction projects. He was a project manager and has worked on various projects in his 55 years of experience. He outlined how he might assist the board with the new library build. Fred provided very helpful information, and the board will need to make decisions at another meeting about next steps and moving the project forward. Roxanne thanked Fred for speaking to the board. Fred will send his CV to the board.

6. CEO Report

Kelly reviewed the month of January in the library. She presented the Balance sheet and the circulation report.

Motion to accept the reports by Robynn seconded by Carol **Carried**

7. Draft Annual Report.

Kelly went over the draft report that was sent out last week for review. There were a few formatting errors and a duplicate page so those will be fixed asap, and it will be sent to the clerk to be included in the background documents for the March Meeting of Wollaston Township.

Motion to accept the report as amended by Robynn, seconded by Carol
Carried

8. Delegation Request to Council March 10, 2026 to:

- Present 2026 Library Budget and Transfer Request (Update on Increasing Audit costs)
- Present 2025 Annual Report
- Present Request to renew Service Agreement (One change - Propose removing Cell Phone line as discussed with Treasurer, not needed by the library)

Roxanne talked about what she has been working on last month with the treasurer.

Moved by Pete, seconded by Carol for Roxanne to attend council to present the Budget Transfer Request, the Annual Report and to Renew the Service Agreement, excluding the piece about Township cell phones, as this is not required. Carried.

9. Update on our Access to CRA Account (Roxanne)

    - Draft CRA Letter
    - Approve CRA Access Resolutions letter

Roxanne reported that she is able to access our online CRA account. However, there are several people listed within the account who are not involved with the library board. To make changes to the account, the board needs to approve the Chair and CEO to be added to the account and then the other can be removed. Roxanne presented a draft letter for CRA and also a draft board resolution to this effect.

Roxanne will put the necessary documentation together with Kelly and submit it to CRA.

Motion to approve the letters by Carol, seconded Robynn **Carried**

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

Deferred from last meeting.

Roxanne went over the motions related to the advancing the new build project. She explained the importance of each motion and the board agreed that these will be passed.

Motion to approve the motions by Robynn, seconded by carol. **Carried**

10. Date for next meeting March 18, 2026

11. Motion to Adjourn