Wollaston Public Library Meeting

March 18, 2026, Draft Minutes

Minutes approved by Roxanne Lambert

Date April 15, 2026

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

Regrets: Traci Morrison

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, with the addition of the WLHCA and the survey discussion.

4. WLHCA Newsletter/Survey

Pete talked about the upcoming community newsletter and thought it was a good idea to introduce the new build idea to the community. The purpose of the article will be to inform and excite the community. we will also advertise the community survey in the article. Kelly will start working on the survey ASAP.

5. Approval of the minutes February 18, 2026. motioned by Carol, seconded by Pete. **Carried**

6. CEO Report

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

Motion to accept the reports by Pete seconded by Wendy **Carried**

7. Update CRA online access (Roxanne)

Roxanne talked about the changes she made to the CRA account including adding herself and Kelly. This was done by accessing their own CRA accounts. Roxanne has removed the previous individuals and is working on adding the direct deposit information. This needs to be done for the HST to be done.

8. Follow Up Discussion Delegation to Council March 10, 2026

    - Budget request received – public meeting proposed April 7

    Kelly and Roxanne presented the budget to council along with the annual survey. Council had few questions but asked about the potentially extending library hours.

    - MOU Bylaw and Service Agreement Bylaw Approved

    Roxanne updated the board that council has approved these items with no questions or concerns. no further discussion.

    - Library Board was asked to Provide a Pilot Project Proposal Costing for Additional Hours of Operations – Saturdays and/or Evenings (Roxanne) Board Discussion:

    At the March 10th Council meeting Wendy asked about potentially keeping the library open later than 4 pm and asked about weekend hours. After lengthy discussion it was agreed that if funding was secured, we would pilot a 14-week program from August to mid November. The library would be open regular hours with the addition of Wednesdays from 12-6 pm and Sundays 11-2 pm. This would increase hours from 15 hours a week to 21 hours a week.

    Roxanne discussed security measures that would need to be taken and implemented before this process pilot program starts. Roxanne has drafted a cost assessment and will send it to council asap. The cost estimate will include funding for outdoor lights and a security camera.

    The next thing the board discussed was the need for a fact sheet to be released to the community about the new build. This will help mitigate speculation. Roxanne will work on this and will bring it back to the board at the next meeting.

9. In Camera Session: Next Steps – Library Build Discussion
   Motion to go into a Closed Meeting Next Steps Library Build

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 4:19 pm

Moved by: Peter Seconded by: Robynn
Result: Carried

Motion: That the Wollaston Public Library move out of session that is closed to the public at 4:49 (time to be specified)"

Moved by: Peter Seconded by: Robynn

Result: Carried

10. Date for next meeting: April 15, 2026

11. Adjournment