

Wollaston Public Library
April 29, 2021
DRAFT Library Board Meeting Minutes

Minutes Approved by: _____

Date: _____

Meeting Date: April 29, 2021

Present: Roxanne Lambert, Chair
Lawrence Wardroper

Traci Morrison
Lynn Kruger
Darlene Colton

Staff: Temple Cameron, CEO/Librarian

Regrets: Jenn Rush

Absent: Robynn Ripley

1. Meeting called to order at 10:00 a.m.

2. Approval of Agenda as amended

Moved by: Lynn

Seconded by: Lawrence Carried

3. Conflict of Interest: No conflict of interest declared.

4. Approval of Minutes of the meeting held November 6, 2020:

Moved by: Traci

Seconded by: Darlene Carried

5. Business Arising from Minutes of the November 6 Meeting

Discussion Seeking funding for Online Programming Proposal

Update Pay Equity (Roxanne)

Next Steps Strategic Planning

Moved by: Roxanne

Seconded by: Robynn

Carried

6. CEO Report

- Operations Update Report: The CEO provided information:
 - a synopsis of the webinar on charitable status, reviewing the pros and cons of remaining a non-profit organization versus applying for charitable status.
 - Plans to replace two computers at the library, financed with a donation from FOWL.
 - Provided a proposed schedule of library open hours over the Christmas break.
 - a review of library achievements for 2020, which will be incorporated in the annual report.

Board moved to accept the operations report:

Moved by: Roxanne

Seconded by: Darlene

Carried

- Circulation / Statistical Report

Board moved to accept the circulation / statistical report:

Moved by: Traci

Seconded by: Darlene

Carried

- Financial Reports

Board moved to accept the monthly balance sheet:

Moved by: Roxanne

Seconded by: Traci

Carried

Board moved to accept the budget variance report:

Moved by: Lawrence

Seconded by: Traci

Carried

7. NEW BUSINESS

- Provide Zoom phone numbers on board meeting notices: The board requested that a Zoom phone number appear below the Zoom meeting link in the next board meeting notice.
- Discussion QuickBooks software: The board will consider adding the purchase of QuickBooks into the budget for next year. The CEO speak with other library CEOs, and report back if options other than QuickBooks are suggested.

8. Date for Next Meeting: The next regular Wollaston Library Board meeting will be held at 10:00 a.m. on Friday, January 15, 2021.

9. Adjournment

Moved by: Darlene

Seconded by: Traci

Carried

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 Morrisson, 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

Wollaston Public Library

Board Meeting Minutes

July 2, 2021

Minutes Approved by: Roxanne Lambert

Date: Aug 5, 2021

Meeting Date: July 2, 2021

Attendance: Acting CEO / Librarian: Kelly Veenstra,

Board Members: Roxanne Lambert, Jenn Rush, Lynn Kruger, Lawrence Wardroper

Regrets: Jeff Swartman, Robynn Ripley, Traci Morrision,

1. **Call to Order:** Roxanne called the meeting to order at 1:07 PM.

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

3. **CEO Recommendations**

Motion to Amend Safety Plan and Operations

(Step 2 Effective June 30)

Moved by Roxanne

Seconded by Lynn

Carried

4. **Motion to change days and times of service**

(effective the week of July 5th, 20210

New Hours

Tuesdays 12-3

Thursday 12-4

Friday 12-5

Saturday 12-3

Moved by Lawrence

Seconded by Jenn

Carried

5. Chair Request

Motion to Delegate authority to the Chair and CEO to change operations based on provincial Guidelines.

(amended motion) The Board will be advised of changes in advance of the change and a copy of the updates Safety Plan will be provided to the Board by the CEO.

Moved by Lynn

Seconded by Lawrence

Carried

6. Adjournment

Moved by Lawrence

Seconded by Lynn

No date for next Wollaston Library Board Meeting

Wollaston Public Library

Board Meeting Minutes

July 27, 2021

Minutes Approved by: Roxanne Lambert

Date: Sept 22, 2021

Meeting Date: July 27, 2021

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

Regrets Traci Morrision

1. **Call to Order:** Roxanne called the meeting to order at 3:01 PM.
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 one item. Addition – Board evaluations **Carried**
4. **Approval of Past Minutes**

June 16, 2021 Motion by Robynn, seconded by Jenn	Carried
July 2, 2021 Motion by Jeff, seconded by Jenn	Carried
5. **Website Report by Lawrence Wardroper**
Lawrence looked into our services with UpNorthWebs and Lightbox and provided the following information.
 - He recommended we switch our account with UpNorthWebs to their regular maintenance fee of \$150 per year, the board will consider this recommendation at another meeting. UpNorthWebs suggested the Board could get a Security Certificate. No cost but, we would have to identify all mention of the old website address and change it - ie. http changes to https. No ACTION decided.
 - Lightbox should be billing us in July. \$214.69 (comprising \$20 for domain name renewal, \$169.99 for hosting, and tax). Also, Lightbox can upgrade our PHP code at no cost, the board will consider this recommendation at another meeting, as clarification is needed as to what this means.
 - The Board discussed the requirement to ensure the website is accessible. The former CEO advised the Board in April that the website met accessibility standards. Lawrence noted that UpNorthWebs can do an audit for the library, estimated cost to prepare the site for compliance \$5000.

- Lawrence noted that there are pages on our website with inactive content. The Board approved for Lawrence to proceed and edit out or remove these pages or inactive links.
- ACTION: The Board requested that Lawrence compile a report outlining recommended changes going forward.

6. **Chair Report**

Roxanne provided updates about the Volunteer Driver Policy, Insurance for Volunteers. ACTION: Roxanne to send the Clerk a copy of the policy. We need to establish a Volunteer Program/ Policy before the driving piece can be implemented. Reviewed policy manual, Updated policies and sent them to the CEO to be organized into a binder and stored electronically. Provided updates with regard to FOWL's requesting clarification on our funding request. Talked about the CRC declaration and confidentially sign off form. Instructed all Board Member to send both of these signature forms to the CEO ASAP

7. **CEO Operational Report**

The CEO updated the Board on the programming taking place at the Library, the Ontario Parks Passes, The DVD Pool and Good Food Box. Updated the members about the new collections of books in the Library. And talked about plans for an upcoming craft day. (Date to be announced)

Motion by Jeff, seconded by Jenn to accept the CEO Operational Report. **Carried.**

Financial Report

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

Circulation / Statistical report

The CEO presented the circulation / statistical report. Numbers still seem lower, but CEO is sure they are being accurately reported.

Motion by Jenn seconded by Lawrence to accept the circulation / statistical report as presented. **Carried.**

7. **New Business**

- Reviewed Master list all policies, noting we do need some additional policies. Roxanne to bring a draft Volunteer policy to the next meeting.
- Corporate Style Standards. Use Arial 12
- Determined Policies to review for next meeting, Roxanne to assign the policies to board members and determine which should be done first (next meeting)
- Discussion of fees and charges. Jenn volunteered to create a listing of fees and charges that other local libraries are using.
- Garbage and recycling. Board members asked to assist with taking garbage & recycling to the waste site. Jenn Volunteered. Kelly to let her know when this assistance is needed.
- Board Evaluations: Roxanne proposed that the Board complete an evaluation form so we can determine if we like that format. ACTION: Roxanne to send form and guidelines to all Board members

8. **Adjournment:** Motion by Robynn, seconded by Jenn to adjourn. **Carried**

Proposed date of next Regular Board meeting August 31, 2021 to be confirmed.

Wollaston Public Library
Draft Board Meeting Minutes
Sept 22, 2021

Minutes Approved by: Roxanne Lambert
Date: Jan 18, 2022
Meeting Date: September 22, 2021

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

Regrets Robynn Ripley

1. **Call to Order:** Roxanne called the meeting to order at 1:02 PM.
2. **Declaration of Conflict of Interest:** None declared
3. **Approval of the Agenda.** Motion by Jeff, seconded by Lynn Carried
4. **Approval of Past Minutes**
July 27, 2021. Motioned by Jenn, seconded by Traci Carried
5. **Business arising from the minutes.**
 - Lawrence's report and recommendations deferred until the October meeting.
 - Kelly reported on the status of CRC declaration and confidentiality sign off.
 - Reviewed draft volunteer policy.
Motioned by Lawrence seconded by Lynn. Carried
 - Distribute chart assignments to Board and Kelly to distribute policies to Board Members. To prepare for October 22, meeting
 - Discussion of fees and charges chart prepared by Jenn.

6. **CEO Operational Report for July and August**

The CEO Reported on the reopening of the library to 3 patrons, and the challenges that come along with it. Updated Board members on the summer programs that were available and the free course that were being advertised and offered by other Libraries. Talked about the DVD pools success and the new collections added to the library. Motioned by Lynn, seconded by Jeff **Carried**

CEO proposed a change of hours. Discussed hour changes and reasoning. New hours would be Tuesday 12-4, Wednesday 12-3, Thursday 12-4, and Friday 12-4.

Motioned by Lynn, seconded by Jeff.

Carried

Financial Report

The CEO presented the Balance Sheet for July 31, and August 31, 2021. Motion by Lynn, seconded by Jeff. **Carried**

Circulation / Statistical Report

The CEO presented the circulation / statistical report for July and August 2021. Motioned by Jenn, Seconded by Lynn. **Carried**

Discussion of Covid-19 Passport

A motion was brought forward to approve HR-17. Motioned by Jenn, Seconded by Traci.

Carried

7. **New Business**

Discussion to pass new HR policies;

- **HR-14 Job Evaluation & Compensation Policy**
Motioned by Lawrence, seconded by Traci
- **HR-15 Educational Training Assistance Policy**
Motioned by Lawrence, seconded by Jenn
- **HR-16 Performance Development and Appraisal Policy**
Motioned by Lynn, seconded by Jeff

Carried

Carried

Carried

8. **Dates for next meeting,**

Wednesday October 20, 2021 @ 3PM

Wednesday November 24, 2021 @ 3 PM

Wednesday December 22, 2021 @ 3 pm

9. **Adjournment** motioned by Jenn, seconded by Traci to adjourn.

Wollaston Public Library

Board Meeting Minutes

October 20, 2021

Minutes Approved by: _____

Roxanne Lambert

Date: _____

November 8, 2021

Meeting Date: October 20, 2021

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

Regrets Traci Morrison

1. **Call to Order:** Roxanne called the meeting to order at 3:03 PM.
2. **Declaration of Conflict of Interest:** None declared
3. **Approval of the Agenda.** Motion by Jenn, seconded by Lawrence to approve the agenda.
Carried

4. **Approval of Past Minutes**

September 22, 2021. Motion by Lynn, seconded by Jenn
Carried

5. **Business Arising from Minutes**

- **Website Report (Lawrence)** Motion to accept the report by Roxanne, seconded by Lynn,
Carried

Motion by Roxanne, seconded by Lynn to have Lawrence connect with UpNorthwebs to upgrade our PHP code. **Carried**

Motion by Roxanne, seconded by Jenn to have Lawrence approach UpNorthwebs to create the security certificate. **Carried.** ACTION: Lawrence noted we need to create a list of who needs to be notified of the change and he will work with Kelly on this and a process to communicate the change.

Motion by Roxanne, seconded by Jenn to have Lawrence connect with UpNorthwebs to complete Stage 1 as outlined in his report for some changes to the Homepage and some of the menu items, which will be no cost. **Carried.**

- Policies for Review

- Policy FN-04 (Intellectual Freedom) was reviewed by Lawrence, edited with a few changes Motioned to approve and accept the policy as amended by Roxanne, seconded by Jeff.

Carried

ACTION: Kelly will change the date for next review on the policy to 2026; and replace the old policy in the manual and electronic policy folder.

- Policy OP-07 (Public Internet Services) was reviewed by Kelly, however she noted that this policy refers to another policy which we will need to find and update. OP-01 Confidentiality and the Protection of Privacy Policy. Roxanne will assist Kelly to create that second policy and both will be brought back for approval at the next meeting.

6. **CEO Operational Report for September**

Kelly updated the Board about the new IT department and new modem, the desktop back-up and new search filters in the library, thanked the Board member for their hard work on the book sale, and thanked Roxanne for the Donation from the CHATV. Roxanne motioned to accept the CEO Report, seconded by Robynn.

Carried

7. **Financial Report**

The CEO presented the Balance Sheet for September, 2021. Noted we still do not have a Visa card. Motion by Lynn, seconded by Lawrence to accept the financial report.

Carried

8. **Circulation / Statistical Report**

The CEO presented the Circulation / Statistical report. Motion by Jeff, seconded by Jenn to accept the circulation / statistical report as presented.

Carried.

ACTION: Kelly to look at overdrive to see how the numbers have changed from last year.

9. **New Business**

- Policies for Review in November. Kelly reported that all the policies have been sent to Board Members. The following policies will be brought forward in November

OP-07	Public Internet Services Policy	Kelly
OP - 01	New Confidentiality and the Protection of Privacy	Kelly
FR-03	Partnerships & Sponsorships	Lynn
HR-02	Staff Selection & Assignment	Roxanne
FN-03	Statement of Values	Jeff
OP-10	Safety of Children in the Library	2021

OP-06	Programming Policy	Robynn
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- Update Vaccine Passport info: Kelly reported on what most major Libraries are doing and will prepare report and motion in November.
- Roxanne updated and reported that there are changes to Not for Profit legislation: New legislation was passed October 19, 2021 creating the Ontario Not-For-Profit Corporations Act (ONCA) Roxanne will try to find out more information about this legislative change and if there is any impact to the Library.
- Roxanne updated the Board on the Township RFP Banking: It is anticipated that the Township will bring their RFP process forward in November, to be discussed further.

10. Date for Next Meeting: November 24, 2021

11. Adjournment

Motioned to adjourn by Robynn, seconded by Jenn

Carried

Wollaston Public Library
draft Board Meeting Minutes
December 15, 2021

Minutes Approved by: _____

Date: _____

Meeting Date: **December 15, 2021**

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

Regrets Traci Morrison

1. **Call to Order and Land Acknowledgement:** Roxanne called the meeting to order at 3:03

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

3. **Approval of the Agenda, as amended.** Motion by Lynn, seconded by Jeff to approve the amended agenda. (removal of # 11) no need for a closed meeting

Carried

4. **Approval of Past Minutes October 20, 2021** Motion by Robynn, seconded by Jeff. **Carried**

5. **Business Arising from Minutes**

Website Report: Lawrence reported that he has met with Kelly with suggestions and with regards to editing the website. Lawrence will stay as the main editor for now, until Kelly is more comfortable with the format. PHP certificated upgrade has been requested.

• **Policies for Review**

- **OP-07: Public Internet Services Policy** was reviewed by Kelly and noted that this policy referred to **OP-01 Confidentiality and the Protection of Privacy** which she also presented. Motioned by Roxanne to approve and accept these two Policies as amended. Seconded by Lawrence.

Carried

- **FR-03 Partnerships & Sponsorships** was reviewed by Lynn. Discussion about clarifying wording. CEO will review the wording on OLS and bring this policy back at a future meeting.

- **HR-02 Staff Selection & Assignment.** This policy was reviewed by Roxanne, minor changes. Motion by Roxanne, seconded by Jeff.

Carried

- **FN-03 Statement of Values** was reviewed by Jeff and edited with a few changes. Motion by Roxanne, seconded by Jeff to approve the policy. **Carried**
- **OP-10 Safety of Children in the Library** was reviewed by Kelly with no recommended changes. Motion by Roxanne, seconded by Jeff to approve this policy. **Carried**
- **OP-06 Programming Policy** was reviewed and edited with a few changes by Robynn, there was discussion about the importance of seeking user feedback for programs. Motioned to accept the policy by Robynn, seconded by Lynn. **Carried**

ACTION: Kelly will change the date for review on the approved policies to 2026; keep an electronic version of the current policy and replace the old policy in the hard copy manual.

6. CEO Operations Report October/ November

Kelly updated the Board on library activities in October and November. Notified of Christmas hours and mentioned the DVD pool price adjustment, and increased costs associated with the program. Recommended to continue the DVD program even with increased costs. Talked about the vaccine passports in other public libraries and recommended that the library not implement a mandatory vaccine passport. Robynn motioned to accept the CEO Report seconded by Lynn **Carried**

7. Financial Report October / November

The CEO reported the balance sheet for October/November. Motioned to accept the report Robynn, seconded by Jeff. **Carried**

8. Circulation / Statistical Report October / November

The CEO presented the Circulation /Statistical Report. Robynn motioned accept the report, seconded by Lawrence. **Carried**

9. New Business

- **Update Library Board Assembly meeting.** Roxanne had provided the Board with a written report regarding the meeting. She noted that during the meeting they discussed the importance of doing a board self evaluation, which are board has completed.
- **Further Policies for Review.** Roxanne will work with Kelly to review the Master list of policies and will bring forward any additional policies that still are to be reviewed.
- **Update Vaccine Passport:** Board Members discussed whether or not patrons needed to be vaccinated to attend in the library. It was noted that the Township does not have a mandatory vaccination policy for its staff.

Kelly noted that Libraries are typically following policies that their municipality is implementing, and from what she can find, they are not implementing the requirement for patrons to be vaccinated to enter the library. She pointed out that libraries are suggesting that such a policy would prevent patrons from accessing information.

Discussion to have the CEO bring back a draft policy that would require proof of vaccination to enter the library for further discussion. Motioned by Jeff, seconded by Robynn. **Carried**

- **Banking.** Roxanne noted that the Township has an RFP out regarding bank service providers, and the library with discuss further if the Township changes banking services.
- Roxanne asked the board to give Kelly \$100 as compensation for using her own vacuum and printer. Motion by Lynn, seconded by Robynn.

Carried.

10. Date for Next Meeting. Roxanne proposed that we schedule library board meetings for the 3rd Wednesday of every month, and the next meeting would be January 19, 2022.

11. Motion to Adjourn by Jeff, seconded by Robynn.
Carried