

Wollaston Public Library
Draft Minutes
Wednesday July 15, 2022

Minutes approved by Roxanne Lambert
Date Aug. 12. 22

Attendance: CEO- Kelly Veenstra, Roxanne Lambert, Lynn Kruger, Lawrence Wardroper, Jeff Swartman, Traci Morrison

Regrets: Robynn Ripley

1. Welcome & Call Meeting to Order. Land acknowledgement

Roxanne called this meeting to order at 3:00

2. Declaration of Conflict of Interest- none declared
3. Approval of Agenda.

Motion to approve agenda by Jeff, seconded by Lynn Carried

4. Approval of Minutes June 15, 2022

Motion to approve minutes by Lawrence, seconded by Lynn Carried

5. CEO Reports

- Operational Report received. Kelly updated the Board about on goings in June. TD Summer reading club, Story Walk, crafts, book sales and the break in. Funds are not being kept in the library. \$600.00 has been donated to offset the loss of funds.

Motion to approve Operational Report by Jeff, seconded by Lawrence Carried

- Financial report

Kelly went over the balance sheet. No major purchases other than the printer and air conditioner (Purchased in July). We do need to purchase a new vacuum, and the blinds need to be replaced.

Motion to approve the financials by Traci, seconded by Jeff Carried

- Statistical Circulation Report

Kelly went over the report updated the board about circulation numbers.

Motion to approve the report by Lawrence, seconded by Lynn Carried.

6. Review of Board Self Evaluation Survey

Discussion of the Board Self Evaluation, the result indicate that the board seems to be functioning well. Lawrence compiled the average score for each item and will provide this information back to the board. Lawrence also noted that OLS has another survey, and he will share it with the board. It was agreed that the board should continue to use the survey document in the future.

7. Discussion of Legacy Report Update: Lawrence outlined the information he has been reviewing. There are the key items:

Orientation Power point – Board Members asked to review it and provide any comments or proposed changes to Lawrence

Board Evaluation, The Board members to send Lawrence a list of accomplishments, not accomplished, challenges and opportunities. Kelly will provide Lawrence with the accomplishments listed in the past 3 Annual Reports.

The Board is asked to send Lawrence their ideas for the question: "If you were starting on the Board today, what would you like to see? "

Lawrence will provide the Board with his action plan.

8. Next Meeting: Date August 17, 2022

9. Motion to Adjourn by Lynn, seconded by Jeff

STRATEGIC PLANNING. The Board moved into a strategic planning session with Peggy Malcolm

Following the session, Peggy agreed to send the Board the PowerPoint she has put together with our thoughts and ideas. Peggy will also send us a copy of Blue Mountains format. Roxanne will take this information and begin to draft our Strategic Plan. Peggy also agreed to send information about the Jasi Advisory Group. Lawrence expressed interest in connecting with this group.