

Wollaston Public Library
Draft Minutes
Wednesday June 15, 2022

Minutes approved by Roxanne Lambert
Date July 21, 2022

Attendance: CEO- Kelly Veenstra, Roxanne Lambert, Lynn Kruger, Lawrence Wardroper, Robynn Ripley, Traci Morrison

Regrets: Jeff Swartman

1. Welcome & Call Meeting to Order. Land acknowledgement

Roxanne called this meeting to order at 3:05

2. Declaration of Conflict of Interest- none declared

3. Approval of Agenda as amended to change the number of the Accessibility in the Library

Motion to approve agenda by Lynn, seconded by Robynn Carried

4. Approval of Minutes May 18, 2022

Motion to approve minutes by Lawrence, seconded by Lynn Carried

5. Policies Requiring Approval

- OP-10 Safety of Children in the Library (as amended)
Motioned by Lynn, seconded by Traci Carried
- OP-15. Accessibility in the Library (as amended)
Motioned by Lawrence, seconded by Lynn Carried
- OP-15.1 Accessible Customer Service
Motioned by Lawrence, seconded by Lynn Carried

- OP-15.2 Accessibility Plan
Motioned by Lawrence, seconded by Lynn Carried
- HR-12 Staff Use of Social Media
Motioned by Lawrence, seconded by Lynn Carried

6. CEO Reports

- Operational Report received. Kelly updated the Board about on goings in June.

Board was updated about the flower garden volunteers and service in the library through the month. Talked about programming and plans for the summer.

Motion to approve the report by Robynn, seconded by Lynn Carried

- Statistical Circulation Report

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

Motion to approve the report by Robynn, seconded by Tracy

- Financial report

Kelly went over the balance sheet. No major purchases

Motion to approve the financials by Lawrence Seconded by Lynn Carried

7. Discussion of legacy report: Lawrence outlined the information he has been reviewing. We will review the board self evaluation report as part of the process. Roxanne to share it for the next meeting. Lawrence will review the previous years accomplishment charts to see if there are any outstanding items, Roxanne will share the documents she has with Lawrence. We will strive to have the legacy document completed by October.

8. Discussion Dates & Plans for Book Sales. Roxanne has organized a book sale at the Coe Hill Pavilion when the Coe Hill Riders go out on June 25th from 10 am – 1 pm. We can keep the books stored in Pavilion building. On Canada Day, we will host another book sale from 1 – 3 pm at the pavilion as the Township is hosting the parade at 2 pm and then activities at the fairgrounds.

9. Next Meeting: Date July 20, 2022

9. Motion to Adjourn by Lawrence, seconded by Lynn Carried