



DRAFT Wollaston Public Library – Legacy

Welcome new board members for the Wollaston Public Library!

Your CEO Librarian, Kelly Veenstra, looks forward to helping with orientation and answering any questions.

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Who we were

The Library

Wollaston and Limerick Public Library

Unknown – 2016

Wollaston Public Library

2017 – to date

The Library Staff

Temple Cameron (Librarian / CEO)

2017 – 2021

Pat Lavoy (on call Library Clerk)

2018 - 2020

Kelly Veenstra (p/t Library Clerk)

Oct 2020 – 2021

Kelly Veenstra (Librarian / CEO)

2021 - ongoing



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The Library Board Appointed for 2018 – 2022 (began January 2019)

Gail Dugas	(Chairperson)	Resigned July 2019
Roxanne Lambert		Resigned July 2019
Peter Lennox	(Chairperson after Gail)	Resigned Nov 2019
Wendy Mortimer		Resigned Oct 2019
Sarah Haas		Resigned Jan 2020

Note The departing library board of 2018 had requested that the library board be increased to 7 members (in the fall of 2020 the Township appointed two Council Members.) The Township Council Reps were changed – however the Chair has talked to the Clerk and asked that the Council Rep’s be placed on the board for the 4 year term that coincides with the Term of Council.

Darlene Coulton	(Township Council Rep)	Aug 2020 – Dec 2020
Lynn Kruger	(Township Council Rep)	Aug 2020 – 2022
Roxanne Lambert	(Chairperson)	Nov 2019 – 2022
Traci Morrison		2019 – 2022
Robynn Ripley		2020 – 2022
Lawrence Wardroper		Feb 2020 – 2022
Jenn Rush	(Vice. Chairperson)	2020 – Resigned Feb 2022
Jeff Swartman	(Township Council Rep)	2021 – 2022

With so many changes to Board Members, the Board asked the Township not to replace Jenn Rush during our last year of service and so we had been operating with six (6) Library Board members.

The work of our Board

Evaluation

We did one Board evaluation using a template prepared by the Dalhousie University College of Continuing Education (2013). We conducted it in the fall of 2021 and our chairperson compiled the results. We decided that any value or average less than 3 was worth noting. We recommend trying this at least annually



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as a way to ‘check in’. It might be interesting to get some “upward feedback” as well.

Find the results here : <https://wollastonpubliclibrary.ca/wpl-board-getting-started/>

Accomplishments

Pandemic - continuity of service

- We kept the library OPEN during the entire pandemic
- initially staff worked from home, then worked within the library with curbside pick up, promoted online services, physical distancing, cleaning, tracking as per the legislative requirements – Staff regularly update the mandatory Safety Plan related to COVID 19.
- The prevalence of home schooling was clear

Strategic Plan

- Technology. new PCs; County IT support [new]
- Community Engagement. Fundraising continued; Hours of operation included Saturdays and ... ; Partnership with the School
- Home delivery policy [new]
- Reviews of the 2018-2021 plan
- Workplan for our new CEO (2022) [new]
- Started v.2 – Peggy Malcom (OLS) 2022-03-23 – The Board continued to work on a new plan and please find it here <https://wollastonpubliclibrary.ca/wpl-board-planning/> .

Collections, Services and Programmes

- Kept people connected to sources both hard copy and online
- We have expanded the children and youth collection, increased Canadian content and aboriginal / first nations materials
- Maintained orders of Good Food boxes



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- We prepared a short term plan to revise our website; we recommended that AODA requirements be addressed *after* we did our own revisions¹.

Administration and governance

- Orientation created [new]
- Service Agreement with Council [new]
- Budget. Re-organised
- We have been trying for a couple of years to gain access to our CRA account; Kelly and Chairperson (Roxanne Lambert) are trying to get this done right now. Very slow process. status : last contact 2022-09-07. Ongoing.
- Policies review and a master list prepared [new]

Staffing

- Hired a Library Clerk
- Hired a new CEO. A lot of work involved (financial, stress and, time taken dealing with this).
- We had to hit the reset button; but, had a good foundation from previous CEOs. This occupied a lot of our Chairperson's time.
- Pay Equity was completed in partnership with the Township [new]
- Prepared our first annual CEO workplan (end of 2021) [new]

Volunteers

We would like to emphasize that most volunteers stayed involved and resilient in the challenging times.

- Worked well with Friends of Wollaston Library (FOWL) – really strong and dedicated volunteers. This group has 'retired' – life happens. The Library Board will need to create a plan for volunteers and fundraising.
- Coe Hill Riders ATV club have been a regular fund-raising group
- Several Community Members have volunteered their time to help sell books and DVD's at pop up book sales.

¹ See Website-Report-5-lw.



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- Red Eagle Family Campground is selling books and dvd's on behalf of the library in their store.
- Bear Ridge campground has also helped with donations, particularly just after the Library break in and theft of money.

Not Accomplished

- Use our Strategic Plan as a guideline for work, and workplans
- Have a workplan for the team
- Still need to find a new Space
- Do not have a common drive for electronic documents
- Create and circulate a Newsletter
- Revise our Library Website

Challenges

- SPACE. We desperately desire a new space for our library.
- We need to maintain the existing space and make it more usable.
- Collection. Core users have exhausted our collection.
- Community Engagement. We need more ways to communicate
- Programming needs partnerships and a focus.
- PANDEMIC
- We have met only virtually for the last two and a half years (pandemic).
- Staffing Actions – advertised for and hiring a Library Clerk, created an Acting CEO / Librarian position, when former staff departed, permanently hired our current CEO / Librarian
- FOWL / Volunteers – That group's membership had to change (life happens) so, we now miss the commitment of such a devoted group.
- Complaints – we sometimes get nuisance complaints from our public; one might benefit from a more structured communication process to engage our community
- We had one break in and theft.
- Board was resilient and dedicated while its membership changed over time
- Funding – we are only a small rural library



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Opportunities

- A new provincial government majority with \$\$\$ in their 'election' budget ??
- Pandemic easing?
- Movement on Community Hub?
- Communication expansion

Please consult important documents and information on these webpages :

[Getting Started Webpage](#)

1. Orientation
2. Legacy
3. Code of Conduct
4. Evaluation
5. Budget
6. [Reports](#)
7. Policies
 - a. Values FN-03 (Review again)
 - b. Procedural policy BL-04
 - c. Master List of policies...

[Planning Webpage](#)

- Strategic Plan 2017 – 2021 includes summary of the 2017 Survey in Appendix 5
- An excel version – rough analysis
- Reviews of that plan
- Draft Strategic Plan v.2 (2023 -)
- Draft Team workplan (2023 -)
- CEO Workplan (2022)
- Website revision

Have fun!