

Wollaston Public Library  
Library Board Meeting Minutes  
Wednesday October 26, 2022

Minutes approved by Roxanne Lambert  
Date Nov. 15, 22.

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

Regrets- Jeff Swartman

1. Welcome & Call Meeting to Order. Land acknowledgement

Roxanne called this meeting to order at 3:03

2. Declaration of Conflict of Interest- None declared
3. Approval of the Agenda with amendments to add succession planning under new business.

Motion by Robynn, seconded by Lawrence.

**Carried**

4. Approval Minutes of Sept 21, 2022

Motion by Robynn, seconded by Lynn

**Carried**

5. Business Arising from Minutes: Legacy work

Lawrence presented his updated legacy planning files. Went over the items that were not complete as of October 26. Lawrence will update this document.

Orientation review- Spoke about what still needed to be done before the end of this term. Lawrence had presented two options for the orientation presentation. It was agreed that we would proceed with the shortened version.

Motioned to approve the shorter presentation by Roxanne, seconded by Robynn.

**Carried**

Collection development discussed and it was noted that this is something that is always ongoing. Kelly has been keeping records as to what is new in the library and what she would like to continue buying for collection development.

Lawrence talked about accessing policies from Kelly to put links into his documents. Kelly will send him the information requested.

Roxanne advised the board that she would be meeting with Kelly to complete the annual feedback and development process, over the next few weeks. The CEO evaluation to be done before the end of the boards term.

Action items;

- Update website to be AODA compliant, Kelly to ask Katherine the cost of this and put this cost in next years budget
- Send service agreement to Lawrence for his records
- Send updated code of conduct to Lawrence for his records
- Connect with MP office about the CRA account

#### 6. CEO / Librarian Operational Report

Kelly updated the board about what went on in the library in September. Book sales, back to school, good food program, and thanked the board for all their hard work

Motioned by Lawrence, seconded by Lynn to accept the CEO / Librarian Operational Report **Carried**

#### CEO / Librarian Financial Report

Kelly updated the board with regard to the bank account. No major purchases. Bell Canada bill and hydro bill have gone up

Motioned by Robynn seconded by Tracy to accept the CEO / Librarian Financial Report **Carried**

#### CEO / Librarian Circulation / Statistical Report

Stats were provided and it was noted that the library is still quite busy despite seasonal residents returning home.

Motioned by Lawrence, Seconded by Robynn to accept the CEO / Librarian Circulation / Statistical Report **Carried**

## 7. New Business

Revised HR policy approval was deferred until November. Lawrence to send his edits to Roxanne to incorporate into the manual. This HR policy manual will be reviewed at the November meeting.

Motion to defer by Lynn, seconded by Tracy

**Carried**

## 8 Date for next meeting – November 16, 2022- focus will be on strategic planning

- Lawrence to send the work he has been doing on the strategic plan.

## 9. Succession planning

- Roxanne noted that this current board's term of office will be ending soon. The current library board stays intact, until the new Council appoints new library board members.
- The new Council takes office on or after November 15<sup>th</sup>. The new Council must appoint a new library board within 60 days of taking office. The Clerk will put out a notice seeking applications for library board members.
- Current board members are asked to let Roxanne know if they will be seeking re-appointment.
- Roxanne noted that our current Procedural Bylaw request 7 library board members be appointed. The Act only requires 5 members. Roxanne indicated she will be bringing forward a motion at the next meeting to amend the Procedural Bylaw to reduce the number of board members from 7 to 5.
- Council has the ability to appoint up to two of their members to the library board.

## 10. Motion to adjourn

Motioned by Lynn, seconded by Lawrence

**Carried**