

Wollaston Public Library

Draft Minutes

Wednesday September 21, 2022

Minutes approved by Roxanne Lambert
Date Nov 15, 2022

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

Regrets: Jeff Swartman, Lawrence Wardroper

1. Welcome & Call Meeting to Order. Land acknowledgement

Roxanne called this meeting to order at 3:06 pm

2. Declaration of Conflict of Interest- none declared

3. Approval of Agenda

Motion to approve agenda by Robynn, seconded by Traci Carried

4. Approval of Minutes as amended July 20, 2022

Motion to approve minutes by Robynn, seconded by Lynn Carried

5. Business arising from the minutes.

- Averaged survey results- Roxanne spoke briefly regarding the results, board is not concerned about the 3 lower scores, results reflect people's views at the time. Overall happy with survey results.
- Draft template for 2023 strategic plan- draft was circulated before hand but touched upon lightly. Overall, every one was in agreeance with the draft format, and we will use this to input our information to finalize the plan.
- Update legacy documents-Deferred – deferred until Lawrence can attend the meeting (October).

6. CEO Reports

• **Operational Report**

Kelly updated the Board about on goings in July and August. Updated the numbers for programming, summer reading club and some dates for up coming programming throughout the fall and winter. The first date for fall programming would be Saturday October 22- 9-12 for a Halloween craft and Friday November 25th 10- 4 for a winter craft.

Motion to approve the extra Saturday and 2 extra hours on a Friday by Traci
seconded by Robynn. Carried

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. Numbers were spectacular for summer and showed the need for community based programming for kids through out the year.

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

• **Financial Report**

Kelly went over the balance sheet. Notified the Board of the amount the last book sale raised and the donation of the proceeds from the 50/50 draw

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

7. Update from Chair

Roxanne talked about the last book sale we held and the upcoming Booksale needing volunteers and volunteers also needed to move the books back to the sea can at an upcoming date. She let the board know that the HR policy had been deferred until the next meeting. Roxanne asked that the next Board meeting be moved to the Wednesday after the originally scheduled. Which would be Wednesday October 26, 2022, following the election; everyone agreed to change the date.

8. New business- Discussion hosting additional book sales at the Coe Hill Grocery Store on the thanksgiving weekend. Members are not available and we hosted our last large book sale on September 24th. Wendy has asked the Library to connect with her early next May about having books for sale at her store. Roxanne will be going to Red Eagle to collect the book and dvd sale money.

The board will need to move all the books that are currently in the pavilion room, and take them to the sea container for the winter. We will need to do this soon, Kelly to organize a book mover day.

9. Next Meeting: Wednesday October 26, 2022. Motion to change the date to October 26th by Lynn, seconded by Robynn. Carried.

10. Motion to go into a closed meeting to talk about Kelly's work plan.

Motioned by Lynn, seconded by Tracy

carried

Motion to come out of closed session.

Moved by Traci, seconded by Robynn, carried.

The Board is pleased to hear the updates from Kelly related to her workplan.

11. Motion to Adjourn by Tracy, seconded by Robynn.

Carried