

Wollaston Public Library
Library Board Meeting Minutes
Wednesday February 15, 2023

Minutes approved by _____

Date _____

Attendance: CEO- Kelly Veenstra, Roxanne Lambert, Traci Morrison, J.D. Fentie, Peter Lennox, Carol Dahlquist

Regrets- Wendy Mortimer, Robynn Ripley

1. Welcome & Call Meeting to Order. Land acknowledgement

Kelly called this meeting to order at 3:03 pm

2. Approval of the Agenda

Motion by Roxanne, seconded by Peter

Carried

3. Declaration of Conflict of Interest- None declared

4. Election of Chair

Peter motioned to Elect Roxanne Lambert for Chair of the Board, Traci indicated she was also going to make this motion. Seconded by Carol.

Carried

5. Approval Minutes of November 16, 2022.

Motion by Roxanne, seconded by Traci.

Carried

6. Appointment of signing officers for banking purposes.

Roxanne noted we need to update our signing officers for the bank. Motion by Peter, to remove Lynn Kruger as a signing authority from the Kawartha Credit Union account,

and to add Carol Dahlquist and Traci Morrison as additional signing authorities. Roxanne and Kelly will also remain. Seconded by JD. Carried

Kelly and Roxanne will sign a resolution to confirm this motion that can be taken to the bank to make the changes. Kelly will be in touch with Carol and Traci once she confirms the changeover process with the bank.

7. CEO / Librarian Operational Report

Kelly updated the board about what went on in the library in December and January. Programming, GFB, grants, school reading days, New DVD pool, new books, removing old books, and the possible arrangement of selling books at the grocery store. Peter and Carol have both volunteered to keep books stocked in the grocery store. It will be easier to access our books from the sea container in the spring when the snow is gone.

Motioned by Peter, seconded by Carol to accept the CEO / Librarian Operational Report **Carried**

CEO / Librarian Financial Report

Kelly updated the board with regard to the financials and the bank account. No major purchases. Kelly provided the spreadsheet with the YTD actuals for 2022. It was noted that there was an 8-dollar discrepancy on the January balance sheet, this was for bank fees. It will be amended.

Motioned to approve the balance sheet as amended by Peter, seconded by JD to accept the CEO / Librarian Financial Report. **Carried**

CEO/Librarian Circulation Report -Statistical Report

Kelly provided the 2022 stats as well as the January 2023 circulation report to the board. It was explained so board members understand what is being reported on. It was noted that the numbers of books going out was very similar to last year. Overdrive numbers have gone up and the number of patrons coming in to the library has gone up.

Motioned by, Traci seconded by JD to accept the CEO / Librarian Circulation / Statistical Report **Carried.**

8. CEO Recommendation to remove mandatory vaccine policy for Staff, Board Members, Volunteers

This item was discussed at length due to the sensitive nature of this topic. Kelly advised that this action would be following the guidelines that OLS has provided and many libraries have removed this particular policy. Last March 2022, the government changed the requirements and many employers discontinued having mandatory vaccination policies. Kelly explained that it was creating some challenges related to people wanting volunteer to assist with programming.

Motioned by Carol, seconded by Traci to approve the removal of the mandatory vaccine policy for Staff, Board Members and Volunteers. **Carried**

Kelly will continue to monitor public health guidelines to ensure compliance with any the health and safety recommendations or requirements.

9. Approve updated Health and Safety Letter to be posted.

Deferred

10. Review of 2022 Year to Date Budget and Discussion of proposed 2023 Operating Budget

2022 Year to Date was explained and board members were told about unexpected costs from last year.

2023 Proposed budget was brought forth and it was noted that the book box was added in twice, and there was an addition error in the revenue section. Both these items will be amended. The library is asking the Township to provide the same level of funding for 2023. The board will need to sell books. The budget revenue reflects the large final donation from FOWL, who have now disbanded.

Motioned to approve the 2023 proposed budget as amended by Peter, Seconded by Carol. **Carried**

Roxanne provide Tracy Vader with the library board request from the Township for 2023, by Friday February 17th .

11. Motion to approve economic increase in alignment with Township COLA.

Motioned by JD, seconded by Peter to approve an economic increase in alignment with the Township's increase based on COLA. **Carried**

Roxanne to confirm that the salary grid charts are accurate and reflect the correct per centage increase.

12. Review and approval of 2022 Year End Report

Annual report was shared with Board Members it was noted that Kelly would like to change some of the formatting. The Board was very pleased with the content of the report and the fact that this report has been prepared quickly following year end.

Motion to approve the content of the 2022 Year End Report by Peter, seconded by Traci. **Carried**

Once Kelly is satisfied with the formatting, this report will be sent to the Township along with 2023 Budget request.

13 Confirm date for next meeting

Next meeting date will be on March 22, @ 3:15 pm

14. Motion to adjourn, by Peter, seconded by Roxanne, Carried

Peter will check if the motion to adjourn requires two board members.