

Wollaston Public Library
Library Board Meeting Minutes
Wednesday March 22, 2023

Minutes approved by _____

Date _____

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

Regrets- None

1. Welcome & Call Meeting to Order. Land acknowledgement

Roxanne called this meeting to order at 3:15 pm

2. Approval of the Agenda

Motion by Peter, seconded by J.D.

Carried

3. Declaration of Conflict of Interest- None declared

4. Acceptance of minutes from February 15, 2023

Motion by Carol, seconded by Traci

Carried

5. Update: Delegation to Council March 14th (Annual Report, 2023 Budget Request and Renewal of Service Agreement)

Roxanne updated the Board about the recent Council Delegation, that she and Kelly attended. Roxanne apologized for forgetting to notify board about the date of the delegation beforehand. Roxanne noted that Deputy Mayor Ordanis had indicated Council had received a complaint about no washrooms in the library and he asked about having a porta-potty on site. The board discussed this question about washrooms and the significant costs to rent a porta-potty. Patrons who regularly attend at the library are aware there are no washroom facilities. It was agreed that the CEO would post a notice on our website about no washroom in the Library, and she would identify where patrons could access

the Township public washrooms. Roxanne to follow up Deputy Mayor Paul Ordanis, to advise of the board's discussion.

Annual Report was well received. Council approved all 3 reports. Annual Report, 2023 Budget Request and to re-new the Service Agreement. Roxanne advised that the Clerk would typically bring the Service Agreement back to Council in the form of a bylaw for sign off. Roxanne noted it is extremely beneficial for the library to have this service agreement and we have a very good relationship with the Township staff and Council.

6. CEO / Librarian Operational Report

Operations Report February (including Updated Master Policy Listing)

Kelly talked about what went on in the Library in February. She provided some insight about programming, the electrical issue, meeting dates, Ontario parks passes and some general library related ideas. She will have the programming schedule ready for next months meeting.

A master list of policies was sent to the Board, for their information.

Motion by Peter to accept the Operations Report, seconded by Wendy

Carried

Financial Report

Kelly updated the board with regard to the financials and the bank account. No major purchases. It was noted that we are expecting an electrical cost estimate for work to be done in the library on the relay panel in the drop ceiling. Some discussion was had about asking Council to look for another building to host the library as the costs to fix the some of these building maintenance problems, may become too much for the board to finance within our current approved budget. Roxanne suggested the board wait until we have the cost estimate to repair the electrical (which we haven't budgeted for) and she will draft a letter for Council for the board to review at the next meeting.

Motion by Wendy to accept the Financial Report, seconded by Carol

Carried

Circulation & Statistical Report February

Kelly provided the spreadsheet with current data pertaining to the library stats. Both patron usage and circulated books had gone up this month.

Motion by Peter to accept the Circulation Report, seconded by J. D

Carried

7. Health & Safety Policy Annual Review

- Review & Update HR-01a Health & Safety Statement (annually)
Motioned By Carol to update the Health and Safety Statement to be posted in the Library seconded by J.D

Carried

- Review HR-01 General Health & Safety Policy
- Review HR-03 Prevention of Workplace Violence
- Review HR-04 Workplace Harassment & Discrimination

On an annual basis the board and staff must review all Health & Safety policies as per the OHSA.

Some discussion was had about removing some stricken through wording in these policies. (This was to be done at an earlier time but was forgotten as a final edit). Kelly will update these policies.

Robynn had a suggested wording change, however her connection signal was not good, Roxanne asked Robynn to send an email to Kelly with her suggestion, and this will be brought to back to the next board meeting.

8. Ontario Library Service Board Assembly Meetings – Overview (Chair)

Roxanne had provided information on the structure of the new OLS and shared that she has been our rep for the Board Assembly meetings (under 5000 group) and that this role continues until 2024. Their next meeting is April 18th and Roxanne has registered to attend. This is a great opportunity for board members to share information and network with peers.

9. Discussion -Appointing Vice Chair Position

It was discussed that it would be beneficial to the board to appoint a Vice Chair, this position would provide support to the Chair for any issues that may arise though-out the term and would chair the meetings in the Chair's absence. The

Motion by Peter, seconded by J.D. for the CEO to obtain costs for a separate Library board email from County IT and for the CEO to recommend a process for patrons to contact the Library Chair & Board, so board members are not using their own personal cell phones or emails for library business. Once developed this process will be shared with Township staff and Council. **Carried**

Motion by Carol, seconded by J.D. that the board approves OP-03 Patron Code of Conduct policy and that the CEO implements this policy immediately. **Carried**

The board agreed that if people brought books to donate into the grocery store, Wendy would advise them to drop the books off at the library for the CEO to review, as per the Library Gift Acceptance policy. Kelly will connect with Carol and Peter when she has books available in the library that may go for sale, and they will continue to collect these books to stock the book shelves at the grocery store. Roxanne thanked Carol, Peter and Wendy for working on this initiative.

12. Adjournment

Motion to adjourn by Peter, seconded by J.D. **Carried**