

Wollaston Public Library
Library Board Meeting Minutes
Wednesday November 16, 2022

Minutes approved by _____

Date _____

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

Regrets- Lawrence Wardroper, Lynn Kruger. Note: Jeff Swartman resigned on November 15, 2022

1. Welcome & Call Meeting to Order. Land acknowledgement

Roxanne called this meeting to order at 3:04 pm

2. Approval of the Agenda

Motion by Robynn, seconded by Traci

Carried

3. Declaration of Conflict of Interest- None declared

4. Approval Minutes of October 26, 2022

Motion by Robynn, seconded by Traci

Carried

5. Approval of HR Policy

Roxanne presented an updated version of this policy for approval incorporating Lawrence's feedback. Roxanne also checked with the Township and the legislation to ensure this policy would comply.

Motion by Robynn, seconded by Traci to approve the HR Policy as presented.

Carried

6. Succession Planning

At the last meeting Roxanne had indicated she would be putting forward a motion to amend the procedural bylaw with a recommendation regarding the number of endorsed members be changed from 7 to 5 members.

Roxanne explained her rationale for this motion. Three times this past year we had to cancel meetings because of lack of quorum. With a board of 7 or 6 members as is our current situation, quorum is 4 members. Unfortunately, we did not receive regrets in advance of the meeting beginning, and/or members did not log on for the meeting start time.

In addition, Roxanne noted that sometimes it is more difficult to chair a meeting with 7 members as opposed to 5 members and still be able to give everyone an equal opportunity to speak and express their opinions during the meetings.

The Public Libraries Act required 5 library board members.

The board held a good discussion of the pros and cons of having a board with 5 members as opposed to 7.

Motion by Roxanne, seconded by Robynn to amend the Procedural Bylaw changing the number of board members from 7 to 5, and if approved advising the Township of this change.

Carried

The board also discussed sending a request to the new Council to consider re-appointing current library board members that may apply for the new term, to provide some consistency and continuity to continue the strategic planning work that has been done.

Motioned by Roxanne, seconded by Robynn to request to the new Council that they consider re-appointing library board members, who may apply to provide the opportunity for members to continue working on the strategic planning activities.

Carried

Discussion how to provide Council with any changes from the above discussions
(Delegation or Correspondence)

It was agreed that the Chair will provide a letter to the new Council advising of the two items above and we will also include a copy of the document "Council Members Guide to Library Boards" for their information.

Motioned by Roxanne, seconded by Robynn for the Chair to provide a letter for Council, requesting 5 library board members be appointed, and for them to consider re-appointing some library board members for continuity and ongoing strategic planning work and to provide them with a copy of the document, "Council Members Guide to Library Boards, for their information.

Carried

Use of Legacy Documents – The Board discussed how the Legacy Document should be used. It was decided that the Legacy documents will be provided to new Library Board members only once they have signed their confidentiality agreements. The board agreed this document it contains confidential employment related matters, and this will not be released as public document.

Motioned by Roxanne, seconded by Robynn for the CEO / Librarian to provide the Legacy Document to the new Library Board Members once they have signed their confidentiality agreements.

Carried

7.CEO / Librarian Operational Report

Kelly updated the board about what went on in the library in October. Programming, GFB, grants, school reading days, New DVD pool, new books, talked about Christmas hours- (no change)

Motioned by Traci, seconded by Robynn 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.

Motioned by Robynn, seconded by Traci to accept the CEO / Librarian Financial Report, as amended with approval for one additional Saturday for programming in December.

Carried

Kelly had noted that the drop box is leaking and destroying books. Kelly will send Roxanne the financial spreadsheets and they will look to see if it might be possible to replace the book drop box within our current approved budget.

CEO / Librarian Circulation / Statistical Report

Stats were provided and it was noted that the library is doing well in terms of visitors

Motioned by Traci, seconded by Robynn to accept the CEO / Librarian Circulation / Statistical Report

Carried

8. New Business

Discussion and approval of Strategic Plan

The Strategic Plan was discussed, Lawrence did a good job of cleaning up the document. Discussion to add in link to the footer and make the minor cosmetic changes. Kelly will make these changes. Lawrence has also provided a draft workplan that will accompany the Strategic Plan – the new board should be able to being their work using this document as a starting point. Roxanne thanked Lawrence for all his great work on these documents.

Motion to approve the Strategic Plan minor changes by Robynn seconded by Traci

Carried

9. Date for Next Meeting

Tentative date for next meeting changed to –December 14, 2022 (Get together at Robynn’s house at 3:30 pm) If the current library board is still intact, and Kelly indicates she has urgent business matters that must be attended to before the new board meets in January, then this board will meet at 3 pm on December 14th.

10. Motion to adjourn

Motioned by Robynn , seconded by Traci

Carried