

Wollaston Public Library
Library Board Meeting Minutes
Wednesday April 19, 2023

Minutes approved by Roxanne Lambert
Date June 22, 2023

Attendance: CEO- Kelly Veenstra, Roxanne Lambert, Peter Lennox, Carol Dahlquist, Wendy Mortimer, Robynn Ripley

Regrets- J.D. Fentie, Traci Morrison

1. Welcome & Call Meeting to Order. Land acknowledgement

Roxanne called this meeting to order at 3:18 pm

- 2. Approval of the Agenda** as amended to include adding "Delegations to the board" under item 10 and adding "Discussion Hybrid meeting format" under item 12 and reversing the order of items 6 and 7.

Motion by Peter, seconded by Carol.

Carried

3. Declaration of Conflict of Interest- None declared

4. Acceptance of minutes from March 22, 2023

Motion by Carol, seconded by Peter

Carried

5. Chair Report

Report (Legislative Review: Roles and Responsibilities of Library Board's and Municipal Council's referencing the Municipal Act and the Public Libraries Act.)

Roxanne presented a verbal report, these are the points she made:

As appointed by municipal council, the library board is a separate, independent corporation with the legal duty to provide "a comprehensive and efficient public library service that reflects the community's unique needs" (PLA, 20a).

On March 14th Council approved our Service Agreement, which was formalized and approved as Bylaw at the April 11th Council Meeting.

The first statement in that agreement outlines the library board's responsibility to "Deliver and manage all aspects of Library Services for Wollaston Township, based on its approved funding level from various sources."

This means that the library board is responsible for determining where we are located, our hours of operation, the services and programs that we provide to the community.

The library board is also responsible for preparing and approving our annual operating budget. The library board presents its budget estimate total to Council for approval.

Council may then approve the total amount of funding requested, which for this year is \$40,124.00, the same as last year. Council is not approving the individual budget lines; the library board does that. Council does not direct the Library Board on reallocating funding lines. Council could say, it wants the board to reduce its total request, and then the board would decide how to adjust the budget. Council could also decide to provide a higher amount than requested.

Location: The Township does not own or lease the space we are located in. The library board manages this. If the Township did own the space, and they wanted the space back, they could notify the board that they were no longer providing that space. The board would be required to try and find new space.

The library board does not have the funding or financial resources to purchase or construct a new library building, which is why we would want to work with Council on obtaining a new facility on the land that Council has already purchased and earmarked as a Library / Community Hub. This is what we are outlining as our first priority in our Strategic Plan work plan document and working on the actions to take to achieve this.

6. Confirm Township's Concept for a New Library & Community Hub

Wendy spoke to the timeline for the Township to build a new community hub, She stated that she thinks we are at least 5 to 10 years away. It was decided that the board should seek an official statement from the current council with regards to the previously purchased land and plans for the new Library.

MOTION for the Chair to write to Township Council asking them to confirm their commitment and intent to build a new Library, at the property located at 5477 Hwy 620 specifically purchased in 2019 and further leveled and prepared in 2021 to build a new Library / Community Hub. We would ask Council to formalize the potential timeline for that build to proceed, so the library board may plan

appropriately, and if unable to provide a timeline; to ask Council for a promise to keep the land for future use to construct a new library building.

Moved by Robynn, seconded by Carol

Carried

7. Library Board Review and Discussion of DRAFT Pros and Cons Document created by the CEO and Chair, Regarding Item 10.7 from the Township of Wollaston April 11, 2023, Agenda, Notice of Motion to Offer to Relocate the Library to the Municipal Township office, 90 Wollaston Lake Road.

Roxanne walked the board through the document, which was prepared on very short notice attempting to identify initial pros and cons. Councillor Wendy Mortimer had proposed that the library move into the new Council Chamber area, and the former KCU area, which currently houses 3 Township Staff. Township staff would move into the old Council chambers, which currently houses the CBO, files and one other desk.

Lengthy discussion was had regarding these pro/cons of relocating the library. Roxanne noted that Clerk Crocker was preparing a Pro's and Con's document for Council from the Township's perspective. The board will wait to see what the Township report outlines.

8. CEO / Librarian Operational Report

Operations Report March 2023

Kelly talked about what went on in the Library in March. She provided some insight about programming, the electrical issue, Ontario parks passes and some general Library related ideas.

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

Carried

Financial Report

Kelly updated the board with regard to the financials and the bank account. No major purchases

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

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 Wendy.

9. **Library Board Email Account: Draft Motion to approve the cost of \$150.00 per year, to obtain a library board email account from Hastings County and direct the CEO to make arrangements for the Library Board Chair to have access to this email account.**

Motion by Peter to action the motion as stated above, seconded by Carol
Carried

Kelly will contact Hastings County to do this asap.

10. **Policy Updates: The Wollaston Public Library follows the Township of Wollaston Procurement Policy. As the Township approved an updated policy earlier this month.**

Motion: For the CEO to update the library's procurement policy to reference the Township of Wollaston's Procurement Policy Bylaw 17-2023 and bring back the updated policy to the next library board meeting.

Motioned by Carol to action the motion above, seconded by Robynn
Carried

Addition to the Agenda - Delegation process and policy.

Roxanne and Peter had discussed that we currently have no process for individuals to appear before the board as a delegation. It was agreed that this would be helpful.

Roxanne will assist Kelly to bring back a draft "Delegation policy and procedure" to the next board meeting.

11. Preliminary Discussion Draft Strategic Work Plan document – Please review Guidelines For Rural / Urban Public Library Systems (3rd Edition)

Given the time already spent in this meeting, Roxanne asked to defer this item and for board members to read through the two-page strategic plan, the draft workplan document, and the guidelines for rural / urban library systems, and we will plan to spend an hour at the next meeting focusing on this material.

12. Date for next meeting (May 17, 2023)

Addition the Agenda – Hybrid Meetings.

The board talked about potentially doing a hybrid type meeting here in the library, with the ability for people to join remotely. Roxanne identified this had been discussed at the Board Assembly meeting she just attended.

The board discussed the pros and cons of this type of meeting. It was decided that Kelly would try to do a trial meeting, with assistance from board members, before our next meeting to see if the audio would work for those joining remotely. Based on that trial Roxanne will determine how the next meeting will be structured. Discussed trying to source a microphone to set up, as it can be challenging to hear various speakers if they are far away from the laptop device being used for ZOOM. Roxanne said she would ask the Clerk if the Township had one we might use.

13. Adjournment

Motion to adjourn Wendy, seconded by Peter.

Carried