

Wollaston Public Library
Library Board Meeting Draft Minutes
Wednesday May 17, 2023

Minutes approved by Roxanne Lambert
Date June 22, 2023

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

Regrets- Wendy Mortimer, Traci Morrision

1. Welcome & Call Meeting to Order. Land acknowledgement

Roxanne called this meeting to order at 3:17 pm

2. Approval of the Agenda

Motion by Robyn, seconded by Peter.

Carried

3. Declaration of Conflict of Interest- None declared

4. Acceptance of minutes from April 19, 2023

Motion by Carol, seconded by Robynn

Carried

5. Chair Report

- New Library Board Email is active libraryboard@WOLLASTON.CA

Motion to approve Roxanne to write to Township Staff and Council to formally advise them of this new email and to ask them to refer questions, concerns to the library board email address.

Motioned by Peter, seconded by Robynn

Carried

- Wollaston Township Council approved our budget estimate request of \$40,124.00 on May 9th

- Letter sent to Council asking them to **Confirm Township's Concept for a New Library & Community Hub** the letter was discussed by Council at that meeting.
- Working with Mr. Lake and School Board on Lease Agreement
- Additional Locations Library Books for sale: Red Eagle and Bear Ridge stores

6. CEO / Librarian Operational Report

Kelly talked about what went on in the Library in April. She provided some insight about programming, the electrical issue, meeting dates, Ontario parks passes and some general library related ideas. Had an open discussion about the plan for the yearly book sale. Kelly hoped we could have the sale on a Sunday as she would be available that day to help. Talked about some dates everyone was available and we July 16 2023, was chosen as the date. The sale will take place at 10 am to 2 pm at the pavilion. Most members were available to help out the night before to move the books and the day of to help sell the books.

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

Carried

Financial Report

Kelly updated the board with regard to the financials and the bank account for the board to review at the next meeting.

Motion by Robynn to receive the Financial Report, seconded by Peter

Carried

Circulation & Statistical Report April

Kelly provided the spreadsheet with current data pertaining to the library stats. Patron usage had gone up this month.

Motion by Carol to Receive the Circulation Report, seconded by Peter

Carried

7. Policy Review and/ or updates:

- Procurement Policy

Roxanne provided the procurement policy. Minor changes were made.

Motion to approve the policy as amended by Robynn, seconded by Peter

Carried

- Draft Delegation & Speakers Bylaw

Roxanne provided an overview and discussed the Delegation and Speakers Bylaw. Minor changes were made with regards to wording.

Motion to approve the policy as amended by Carol seconded by Peter **Carried**

- Draft Delegation Form

Roxanne provided and discussed the draft delegation form. A few minor changes were made in regards to wording.

Motion to approve the policy as amended by Robynn, seconded by Carol **Carried**

- FN-03 Statement of Values policy

The board discussed the updated Statement of Values policy. It was well received.

Motion to approve the Statement of Values by Pete, seconded by Carol **Carried**

8. Discussion Strategic Work Plan Document

The board spent time discussing and brainstorming questions that we would like to ask in a community survey to help inform our strategic planning actions. Pete was able to find the 2017 Survey, which he also shared. Roxanne had questions from the previous Township recreation survey.

The information discussed will be provided to the board in the form of a draft survey.

9. New business

- Discuss proposal for Vice Chair to have access to post on Facebook page, in CEO/Librarian's absence, or with her direction to assist.

Motion by Roxanne, seconded by Robynn to provide Peter with access. **Carried**

Peter to make plans with Kelly to come into the library to learn the ropes of the Facebook page. She will add him to the list of authorized people who have access to the page.

10. Date of Next Meeting- June 21, 2023

11. Adjournment

Motion to adjourn by Carol , seconded by Peter. **Carried**