

Wollaston Public Library  
Library Board Meeting Draft Minutes  
Wednesday September 20, 2023

Minutes approved by Roxanne Lambert  
Date November 15, 2023

**Attendance:** CEO- Kelly Veenstra, Roxanne Lambert J.D. Fentie, Peter Lennox, Carol Dahlquist, Wendy Mortimer,

**Regrets-** Robynn Ripley, Traci Morrision

**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 June 21, 2023**

Motion by Carol, seconded by J.D.

**Carried**

**5. CEO Operational Report**

Kelly went talked about all the things that went on in the Library this summer. Talked about the parks passes, GFB, and programming stats and the book sales. Kelly updated the board about the Public Libraries Operating Grant and the DVD pool.

**Motion to approve the Operational Report by Peter, seconded by Wendy Carried**

**Circulation Report**

Kelly talked about the circulation report from the summer. it was noted that we had almost 800 visitors in the Library this summer.

**Motion to approve the Circulation report by J.D, Seconded by Carol Carried**

### **Financial Report**

Kelly presented the balance sheet from June, July and August , no major expenses. The YTD sheet was provided and we are in good financial shape.

**Motion to approve the Financial report by Wendy, Seconded by Carol Carried**

### **Book sales**

It was reported that held 2 big library book sales raised over \$875 this summer. We still have to collect book sale money from the trailer parks for their summer book sales.

### **Annual Audit**

It was reported that the annual audit documents have not been provide by the township.

### **6. DRAFT Community Survey Questions – Discussion process and timing**

A discussion was had regarding the last survey that was done by a previous board. We spoke about potential questions and the need to get community input in regards to what the community wants in a library.

### **7. Discussion – strategic planning administration items**

- Access to CRA Account- Kelly updated the board about the attempts to contact CRA and update the account. After reaching out to the ombudsman she was advised to send the info to the Clerk and have her sport it out.
- Process for Policy Review- there are 8 policies to review in 2023. Peter volunteered his services to help Kelly update the policies that are due.
- Timing 2024 Budget submission- Counsel asked that our budget be submitted earlier than last year. Kelly and Roxanne will work on the budget for the next meeting date.

**8. New Business-** it was discussed that we redo the strategic plan to include a more tangible goal.

**9. Adjournment-** Motion to adjourn at 4:44 by Peter, seconded by J.D Carried