

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

Minutes approved by Roxanne Lambert  
Date Feb 1, 2024

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

**Regrets-** Traci Morrison

**1. Welcome & Call Meeting to Order. Land acknowledgement**

Roxanne called this meeting to order at 3:15 pm.

**2. Declaration of Conflict of Interest- None**

**3. Approval of the Agenda**

Motion by JD, Seconded by Pete to approve the agenda as amended to move the Closed Meeting up to follow the approval of the agenda, and to add Update Policy Review Process after item 8.

Result: **Carried**

**4. Closed Meeting**

Motion: "That the Wollaston Public Library move into a session that is closed to the public in accordance with Section 16.1 (b) personal matters about an identifiable individual" at 3:21 pm.

Moved by: JD  
Result: **Carried**

Seconded by: Carol

Motion: That the Wollaston Public Library move out of session that is closed to the public at 3:35 pm (time to be specified)"

Moved by: Robynn

Seconded by: Carol

Result: **Carried**

CEO/Librarian Kelly Veenstra joined the meeting at this time.

Motion: Motion to authorize the Chair and or Vice Chair to finalize the Feedback and Development process with the CEO.

Moved by: JD  
Result: **Carried**

Seconded by: Robynn

5. Approval of the Minutes November 15, 2023

Moved by: JD  
Result: **Carried**

Seconded by: Pete

6. CEO Reports

**Operational Report**

Kelly talked about all the things that went on in the Library in November, discussed Christmas hours potential programming dates during that time. Book box has been ordered and is on back order for 5-7 weeks.

Motion to approve the Operational Report Peter, seconded by Carol

**Carried**

**Circulation Report**

Kelly talked about the Circulation report that she provided for November

Motion to approve the Circulation report by Peter, seconded by J.D.

**Carried**

**Financial Report**

Kelly presented the balance sheet from November; no major expenses. Kelly updated the board about the Public Libraries Operating Grant- received via direct deposit. Received the bill for the heating replacement. Cheque was sent out.

Motion to approve the Financial report by Peter, seconded by Robyn

**Carried**

**7. Discussion the tabled motion from the previous meeting.**

The Board thanked Kelly for providing the background information. After discussion, the Board agreed to discontinue FAX services.

“Motion that Wollaston Public Library discontinue offering FAX services, as the Wollaston Township office has FAX services available to the community.”

Moved by: JD  
Result: **Carried**

Seconded by: Wendy

**8. Discussion – Request to Wollaston Council regarding Library Board Vacancy.**

Roxanne advised the Board that Wendy Mortimer had submitted her resignation to Mayor Fuerth on November 16<sup>th</sup>. Mayor Fuerth called and asked if the library board wanted to have the vacancy filled. The Public Libraries Act requires 5 appointed library board members. Currently, we have 6 members.

After discussion the board passed the following: “Motion to request that Council not fill the Library Board vacancy at this time, and to authorize the Chair to notify Council of the decision.”

Moved by: Pete  
Result: **Carried**

Seconded by: JD

**9. Update Policy Review Process**

Pete provided an update to the Board about the work he has been doing on the 2023 policy review process. He has made notes and comments during his review and will share these with the board when each policy is brought forward.

Pete will split the policies to be reviewed over the January and February meetings.

Robynn had agreed to do the review work on the policies due for review in 2024. Roxanne will send Robynn the list of policies and will assist Robynn as needed.

**10. Date for Next Meeting**

Roxanne asked the Board if it would be possible to schedule the January meeting to the following week which would be Wednesday January 24<sup>th</sup>.

The Board agreed. Next meeting will be Wednesday January 24, 2024 at 3:15 pm

**11. Adjournment.**

Motion by Robynn, seconded by Pete to adjourn the meeting at 4:50 pm