

Wollaston Public Library
Library Board Meeting Draft Minutes
Wednesday November 15, 2023

Minutes approved by Roxanne Lambert
Date Jan 11, 2024

Attendance: CEO- Kelly Veenstra, Roxanne Lambert, Peter Lennox, Wendy Mortimer, J.D. Fentie, Carol Dahlquist, (online via zoom)

Regrets- Robyn Ripley, Traci Morrison

1. Welcome & Call Meeting to Order. Land acknowledgement

Roxanne called this meeting to order at 3:17 pm

2. Declaration of Conflict of Interest- None declared

3. Chair Updates

• **Submission of 2024 Budget**

Roxanne has submitted the library funding amount to the Township. The Clerk has suggested that the library board could present the detailed 2024 budget and answer questions when Council hold's its budget meeting.

• **Ontario Library Services Board Assembly Meeting November 7th, 2023**

Roxanne advised that the OLS board elections would be held in 2024 if any library board members were interested in putting their names forward for this provincial group. OLS has developed a new resource Valuing Ontario Libraries Tool kit (VOLT) that may be used by staff and board members, there are training dates available, posted on their website.

4. Approval of the Agenda

Motion by J.D., seconded by Wendy

Carried

5. Acceptance of minutes from October 25, 2032

Motion by Wendy, seconded by Peter

Carried

6. Operational Report

Kelly talked about all the things that went on in the Library in October, including the school visits and some day time programming that took place while the graded 3-4 class was in the library.

Kelly updated the board about the Public Libraries Operating Grant- submitted but not yet received

Motion to approve the Operational Report by J.D., seconded by Peter

Carried

Circulation Report

Kelly talked about the Circulation report that she provided for October.

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

Carried

Financial Report

Kelly presented the balance sheet from October, no major expenses.

Motion to approve the Financial report by Wendy, Seconded by J.D.

Carried

7. Focused Discussion Library Strategic Plan Strategic Priorities (45 Minutes)

The board had a discussion regarding actioning the new strategic plan for 2024-2027. Our last strategic plan focused on the need for a new building and because that plan seems to be getting further and further away it was decided that we should focus our priorities on something we can actually achieve within the next few years. It was suggested that the priorities be renumbered. In the new year the board will meet and write down measurable, achievable actions for the priorities.

8. New Business

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."

Moved by: JD

Seconded by: Peter

Result: Carried

Motion: That the Wollaston Public Library move out of a session that is closed to the public at 4:52

Moved by: J.D

Seconded by: Carol

Result: Carried

Motion by JD seconded by Carol, The Board approves for the Chair to execute the agreement as discussed in the closed session. Carried

There was a motion by J.D., seconded by Wendy that the library discontinue Fax services with the understanding that fax services are provided at the Municipal office. After discussion, there was another motion by Pete, seconded by Wendy that the motion be tabled, to seek further information. Carried. Roxanne will follow up with the township and see if they offer fax service there. **Motion tabled until the next meeting.**

9. **Date for next meeting** December 20, 2023

**Adjournment- Motion to adjourn at: 5:15 by Peter, seconded by J.D.
Carried**