

Wollaston Public Library
Library Board Meeting Minutes
Wednesday February 21st, 2024

Minutes approved by Roxanne Lambert
Date March 20, 2024

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

Regrets-

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

Roxanne called this meeting to order at 3:18 pm

2. Declaration of Conflict of Interest- None declared

3. Approval of the Agenda

Motion by Carol, seconded by Traci

Carried

4. Acceptance of minutes from January 24, 2024

Motion by Peter, seconded by Carol

Carried

5. Business arising from the last meeting

Revised Budget Submission

Roxanne went over the changes to the 2024 budget that was submitted to council. The budget changes reflect the new hourly wages for the CEO. New financial amount requested from the Township is \$41,617.00.

6. CEO Reports

Operational Report

Kelly talked about what went on in the Library in January. lots of classroom visits, and some impromptu crafting days. Talked about the chili cook off and the potential for a book sale that day.

Motion to approve the Operational Report Peter, seconded by Carol.

Carried

Financial Report

- Kelly presented the balance sheet from January no major expenses.
- Went over the year to date and the actuals for 2023.
- Book box has not been sent (on back order)

Motion to approve the financial report by J.D, seconded by Traci.

Carried

Circulation Report

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

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

Carried

7. Review Pay Equity Plan and Approve Updated Salary Grid

Motion to approve the Salary Grid Effective January 1, 2024, which includes a new hourly increase in line with the Township wage increases.

Motion by Pete, seconded by J.D.

Carried

Motion to increase the CEO hourly rate based on the Grid, retroactive to January 1, 2024

Motion by Traci, seconded by J.D.

Carried

8. Discussion- Hiring On-Call Library Clerk.

The library has been considering hiring a part-time clerk for some time now. It was discussed that we need a on-call staff member to be available for when Kelly is unavailable to work and for working on Saturdays in the summer.

Motion to authorize the CEO to post and hire an occasional on-call Library Clerk.

Motion by Peter, seconded by JD.

Carried

9. Policy Review-

FN-01- Mission Statement

- Peter went over some changes in FN-01. This will need to be reviewed in 2027.

Motion to approve FN-01 with recommended changes by Tracy, seconded by J.D

Carried

FN-02- Vision Statement

- Peter went over some changes in FN-02. This will need to be reviewed in 2027.

Motion to approve FN-02 with recommended changes by Tracy, seconded by J.D

Carried

FN-03 Statement of Values

- Peter went over some changes in FN-03. This will need to be reviewed in 2027.

Motion to approve FN-03 with recommended changes by Tracy, seconded by J.D

10. Strategic planning work to review- deferred until next meeting

11. Date for next meeting- March 20th, 2024.

12. Motion to adjourn by Peter, seconded by Traci

Carried