

Wollaston Public Library  
Library Board Meeting Minutes  
Wednesday March 20, 2024

Minutes approved by Roxanne Lambert  
Date April 17, 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 Peter, seconded by Traci

Carried

4. Acceptance of minutes from February 21, 2024

Motion by Peter, seconded by Tracy

Carried

5. Service Agreement with the Township of Wollaston

The agreement is scheduled to expire April 2024, this was discussed, and it was agreed that the agreement does not need to be changed.

Motion by Pete, seconded by JD to authorize the Chair to send a letter to the Township requesting to renew the Service Agreement.

Carried

6. Ontario Library Services Board Assembly Representative needed for WPL

Roxanne discussed that she has been the rep for a significant amount of time and asked that someone else take over this job title. It was noted that this position only requires 2 meetings a year and they are done online. Carol agreed to be the representative however she would not be able to attend the first meeting.

Motioned by JD to appoint Carol for this position, seconded by Pete. Carried

7. CEO Reports

Operational Report

Kelly talked about what went on in the library this month. Gave an update about the book box and the collection development. Will be planning the programming schedule next month. Kelly also updated the Board about the job posting and mentioned she would post it other places to get a bigger demographic of applicants. Mentioned she would need to extend the application date until April 12.

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

Carried

Financial Report

- Kelly presented the balance sheet from February no major expenses.

Motion to approve the financial report by Carol, seconded by Traci.

Carried

Circulation Report

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

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

Carried

8. Strategic Planning- Work to Review.

This discussion was led by Kelly who went over the Library Work Plan to Action the Strategic Plan 2024- 2026. Roxanne recorded the changes added to the document.

Walked the board through the goals and actions by highlighting the steps to complete each action by the specified date. Updated time frames and proposed some steps on how to accomplish these goals this and next year.

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.

9. Date for next meeting- April 17, 2024. Note Roxanne is sending Regrets. Pete will chair the meeting.

10. Motion to adjourn by Peter, seconded by Carol

Carried