

Wollaston Public Library
Library Board Meeting DRAFT Minutes
Wednesday September 18, 2024

Minutes approved by Roxanne Lambert
Date October 16, 2024.

Attendance: CEO- Kelly Veenstra, Carol Dahlquist, Peter Lennox, Roxanne Lambert
Robynn Ripley

Regrets-, Traci Morrision, J.D. Fentie

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 declared

3. Approval of the Agenda as amended with the addition of the workplan.

Motion by Pete, seconded by Robynn.

Carried

4. Acceptance of minutes from June 19, 2024

Motion by Carol, seconded by Pete

Carried

Acceptance of minutes from August 22, 2024

Motion by Robynn, seconded by Carol

Carried

5. Update board request to council for sea container storage

Pete attended the township meeting to answer questions about the proposal to place the sea container at the pavilion. **The motion was defeated.**

Council did not consider our Plan B, which was that the sea container be located behind (to the west of) the municipal works facility.

He believes now that it'll be necessary to correspond with Council again for the October meeting to ask for Plan B, and that we hold off on ordering the container until permission to locate it appropriately is received.

Roxanne will write a letter to Council for their October meeting, requesting the placement of our sea container in the Municipal Works yard.

6. CEO Reports

- Operational Report

Kelly talked about what went on in the library this month. Lots of kindergarten visits and celebration days. Summer programming went great and was another success.

Motion to approve the Operational Report by Carol, seconded by Robynn. Carried

Financial Report

- Kelly presented the balance sheet for June, July and August - The book sale raised \$900.

No major expenses.

The Library received a donation from a local citizen in the amount of \$ 900\$

Motion to approve the financial report by Robynn, seconded by Pete. Carried

Circulation Report

- Kelly talked about the Circulation report that she provided for the summer
Over 100 patrons visit the library in the 3 months

Motion to approve the Circulation report by Carol, seconded by Robynn Carried

Work Plan

Kelly went over some of the topics in the work plan that she has been working on. It was updated and sent out to the board in the background documents. We will be working on the local history collection inventory before the year is over. Kelly is currently working on the library brochure, and it will be sent out asap.

One of the upcoming items will be to participate in the Christmas parade, should the Township host one. We could hold our open house before the parade.

Kelly has stuck to the work plans and will continue to update and work on it.

7. Policy Review

- GOV 01 – Board Code of Conduct- this document was reviewed, and a motion was passed by Roxanne, seconded by Carol. Carried
- HR-13 – Working from Home- this document was reviewed and amended as needed. It was motioned by Roxanne and seconded by Carol, Carried.
- OP-15.3 Meeting the Requirements of the AODA Regulations. – this document was reviewed and amended as needed. It was motioned by Roxanne, seconded by Robynn, Carried.

8. Discussion – Patron request for Board to consider opening Saturdays. An email was sent by a patron with regards to request the library be open longer hours. It was discussed at length with the board and Kelly. It was decided that the budget did not support this at

this time. Will re-consider when preparing next years budget. Roxanne will send a written response to the patron.

9. Request from WLHCA Newsletter submission- it was requested that the library submit a quarterly update on library services to the newsletter. This was discussed and it was agreed upon that this is something that will be done. Peter will reach out to the organizer and ask when this should be submitted. The first submission could be about the Libby app and our Wifi services.

10. Date for Next Meeting October 16, 2024

Motion to adjourn at 4:30 by Carol, seconded by Pete