

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

Minutes approved by Roxanne Lambert
Date Jan 27, 2025

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

Regrets: Peter Lennox

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

Roxanne called this meeting to order at 2:02 pm

2. Declaration of Conflict of Interest- None declared

3. Approval of the Agenda

Motion by Carol, seconded by Robynn.

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" Feedback & Development at 2:04 pm.

Moved by: Robynn
Result: Carried

Seconded by: Traci

Motion: That the Wollaston Public Library move out of session that is closed to the public at 2:07 pm

Moved by: Robynn

Seconded by: Carol

Result: Carried. Roxanne to meet with Kelly to finalize the Feedback & Development process.

5. Acceptance of minutes from November 20, 2024

Motion by Carol, seconded by Robynn

Carried

6. CEO Reports

- Administration - Kelly gave an update about what went on in the library in November

Motion to approve the administration report by Carol, seconded by Traci, Carried.

- Financial – Kelly provided the board with the November balance sheet-
Motion to approve the financial report by Robynn, seconded by Carol. Carried
- Circulation- Kelly provided the circulation report

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

Carol recommended that we approve the whole CEO report with one motion rather than 3 separate motions in the new year. This was discussed and decided that it was a good idea.

7. DRAFT 2025 Library Budget (Roxanne)

Roxanne lead the Board through the details of the draft 2025 budget. It is presented as a balanced budget. We will ask the Township for the same level of funding as we had in 2024, \$41,617.00

Motion, by Carol, seconded by Robynn to approve the draft budget and for Roxanne to send the financial request to the Township, with a request to appear as a delegation when Council considered their 2025 budget Carried

8.Collection Policy Final (Kelly) – Kelly went over the recommended changes and decided to defer the approval until the next meeting.

- Document Key Workplace Legislation and Training for Libraries
https://resources.olservice.ca/ld.php?content_id=36344220 (Roxanne)

- Roxanne talked about the importance of keeping up to date with workplace legislation. Provided link for all members to familiarize them self. Roxanne will highlight any changes we need to consider at the next meeting.

9. New Business

Kelly talked about the electrical issues in the library. In mid December electricians visited the library, as there was no heat. They identified the fuse panel as the issue. This had been recommended to be replaced last year, however since it seemed to be working, we did not proceed to have it replaced. Since the colder weather started recently, we began to have issues. The electricians explained the heaters were working overtime, and the fuse box is over 40 years old. The fuse box was working too hard and couldn't keep up with the power needed to warm the library. The electricians recommended replacing the whole panel. Roxanne contacted the electricians, and they explained the situation. It was decided to this was a necessary expense to keep the library open, and the electricians should have the work completed tomorrow.

10. Date for Next Meeting January 15, 2025

11. Motion to Adjourn