

Wollaston Public Library  
Library Board Meeting DRAFT Minutes  
Wednesday November 20, 2024

Minutes approved by Roxanne Lambert  
Date Dec 18, 2024

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

No Regrets-,

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

Roxanne called this meeting to order at 3:15pm

2. Declaration of Conflict of Interest- None declared

3. Approval of the Agenda

Motion by Carol, seconded by Robynn.

Carried

4. Acceptance of minutes from October 16, 2024

Motion by Pete, seconded by Carol

Carried

5. Business Arising from the Minutes:

- Update Purchase of Shed

- Kelly spoke about the purchase of the storage shed.

After reviewing our actual October year to date financials and preparing the estimated year end financials Kelly proceeded with the purchase of the shed, to ensure it could be completed as soon as possible. The lowest estimate was \$6500. Luckily, we had an unanticipated surplus of revenue in the estimated amount of \$3603.00. the higher shed estimate cost. Jim Meyers Property Maintenance has been approved to complete the shed project.

- Financial Review Oct YTD and Estimated Year End  
Roxanne went over this and provided details on where we are financially as of todays date. Showing we are in good shape and able to purchase both the shed and the book return.

Motion to receive by Pete      seconded by Carol.                                  Carried

6 Pay Equity maintenance- Approval of 2025 salary grid

Motion to approve the 2025 Salary Grid – by Pete, seconded by Robynn Carried

7. Draft 2025 Proposed Budget – Financial Request to Wollaston Township

Roxanne gave a brief update about developing the 2025. Will have the budget complete by next meeting and submit our financial request to the Township in January 2025. We plan to ask for the same amount as last year plus the increased salary costs related to maintaining pay equity.

8. CEO Reports

- Administration - Kelly gave an update about what went on in the library in October. Many school visits this month.

Motion to approve the administration report by J. D. seconded by Traci. Carried

- Financial – Kelly provided the board with the October balance sheet-

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

- Circulation- Kelly provided the circulation report and explained the data compared to last year. comparable numbers
- Motion to approve the financial report by J. D. seconded by Carol. Carried

8. Policy Review: New Draft Circulation Policy (Kelly)

Kelly went over the new policy she created. A few needed edits were pointed out and those will be fixed. Kelly will bring the updated policy back in December.

Motion to pass the new circulation policy by Pete, seconded by Traci. Carried

10. Christmas Parade Sunday December 15<sup>th</sup> : Library Float & Open House

Kelly talked about the Christmas parade and float. Kelly asked for assistance with decorating and obtaining the actual trailer and Roxanne stepped up to assure her that she will be very happy to help.

11. Library Board Resignation JD Fentie-

It was reported at the last Township Council meeting that J.D. was resigning from the WPL Board.- JD spoke on the subject and mentioned he has asked Wendy Mortimer to rejoin the board. Both Roxanne and Pete thanked JD for his service on the board. The Township Clerk will provide a report on new appointments at their December meeting.

12. New Business

- Next month draft budget and financial request to township-

Roxanne and Kelly will work on this in the upcoming month. As previously mentioned, we plan to ask for the same amount plus the pay equity increase.

- Kellys feedback and development-

Roxanne and Kelly will work on this for the next meeting.

13. Date for Next Meeting December 18, 2024

14. Motion to Adjourn-

Motion to adjourn at 4:05 pm by Pete, seconded by Robynn Carried