

Wollaston Public Library
Library Board Meeting DRAFT Minutes
Wednesday October 16, 2024

Minutes approved by Roxanne Lambert
Date Nov 20, 2024

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

Regrets-, Traci Morrision, Carol Dahlquist,

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

Roxanne called this meeting to order at 3:26 pm

2. Declaration of Conflict of Interest- None declared

3. Approval of the Agenda as amended with the addition of the 3 updated policies.

Motion by J.D, seconded by Pete.

Carried

4. Acceptance of minutes from September 18, 2024

Motion by Pete, seconded by Robynn

Carried

5. Business Arising from the Minutes:

- Update Timelines WLHCA Newsletter (Pete)- Pete spoke with the WLHCA and they want to have the information about the library submitted by November 11th, (this was later changed to the 1st, there was a typo in the email.) Pete and Kelly will work on this asap and have it submitted.

- Patron Email (Roxanne) Roxanne confirmed that she had sent out an email notifying the patron of the Board's position with regard to changing library hours, and the patron acknowledged the email.
- Update Board Request to Council for Sea Container Storage at Township (Roxanne) Council did not pass the motion.
- Possible Placement of Sea Container at the School (Roxanne) Roxanne was asked at the last meeting to check into this possibility. She has spoken with Mr. Lake and he sees no problem with placing a sea container on the property. He has spoken with the School Board, and they confirmed it would require some work and some time to get approval for a Sea Container.

6. Book Storage: New Proposal for Discussion; Storage Shed built and placed on the School Property (Roxanne). Given that the concept of the Sea Container at the School might take some time and various approvals Roxanne approached Mr. Lake about the option of having a shed built on the property instead of the sea container. The shed would be 10 x 10 and have proper ventilation for condensation and more appropriate for book storage. The Board discussed pros and cons to this project. There are many pros to this option, the only con is that it will cost more to get the storage we desperately need, and we don't really know how much it will cost. We need this shed to protect our assets, our books for sale. Kelly will need to get 3 quotes, hopefully from local businesses. Kelly to post publicly on Facebook asking for quotes. The project needs to be completed asap as we need to move our books from the skate shack.

Motion to approve up to \$5000 for construction of the storage shed. Kelly will get 3 quotes and proceed in moving forward to hire a contractor asap based on available funding.

Motion by Pete, seconded by Robynn, JD Opposed.

Carried

7. Chair Update: Resources for New Township Clerk- Roxanne put together a package for the Township Clerk about the library and sent it over to the municipal office.

8. Library appointments- Roxanne noted that at the last Council meeting there was discussion about changing Council appointments. Library Board Trustees are appointed for a four-year term, the same as the council term. Originally in 2023, Council appointed 7 library board members, and when Wendy Mortimer resigned, the board wrote to the Township identifying that we were good with six members. JD stated he was staying on the Library Board. It was agreed that there is really no need for another member at this time as the board is working great as it is.

9. CEO Reports

- Administration

Kelly talked about went on in the library this month. Provided an update on the book return box. Should be here within 2 weeks. Submitted PLOG and will update when it has arrived. Lots of kindergarten visits and celebration days. Talked about offering Programming on PA days.

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

- Financial

Kelly presented the balance sheet for September. No major expenses.

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

- Circulation

Circulation numbers are average compared to last year. Circulation stats were included in the background package.

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

10. Policy Review: Identify Next Policies to work on & Who will lead

This was discussed and it was decided that the next policies we will work in are the volunteer policy and a new collection development policy. Roxanne volunteered to start these policies.

Policy Review

- FR-01- General Gift Acceptance- this policy was edited and updated by Pete. He walked the board through the edits and it was approved as discussed.

Motion to approve FR-01 as amended by J.D , seconded by Robynn Carried

- FR- 02 – Administration of Donations- this policy was edited and updated by Pete. He walked the board through the edits and it was approved as discussed

Motion to approve FR-02 as amended by Pete , seconded by J.D. Carried

Thank you to Pete for taking the lead on these policies.

11. Christmas Parade Proposed Date Sat Dec 14th : Library Float & Open House. It is on our working plan to participate in a parade and to have an open house. UPDATE the parade will be Sunday December 15th, 2024

It was discussed that the Library Board submit a float for the Wollaston Christmas parade. Kelly will start planning and we will be looking for a trailer to borrow.

12. New Business

13. Date for Next Meeting November 20, 2024

14. Motion to Adjourn AT 4:24 pm