

Wollaston Public Library
Library Board Meeting DRAFT Minutes
Wednesday January 22, 2025

Minutes approved by Roxanne Lambert
Date Feb 19, 2025

Attendance: CEO- Kelly Veenstra, Carol Dahlquist, Roxanne Lambert Robynn Ripley,
Wendy Mortimer

Regrets: Peter Lennox, Traci Morrison

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

Roxanne called this meeting to order at 3:29 pm

2. Declaration of Conflict of Interest- None declared

3. Approval of the Agenda

Motion by Carol, seconded by Robynn.

Carried

4. Approval of the December 18, 2024, minutes

Motion by Carol, seconded by Robynn.

5. CEO Reports

Kelly gave the board a quick rundown of what went on in the library in December. Updated the board about the grant we received and the new panel that was recently installed. Spoke briefly about the financial and circulation reports.

Motion by Carol, seconded by Robynn to accept the CEO report as presented.

Carried

6. Policy Review

- Collections Policy Final (Kelly)

Kelly updated the board about minor changes in the policy and it was accepted as presented

Motioned by Carol, seconded by Robynn

Carried

- OP-10 Safety of Children in the Library Policy (Kelly)

Kelly updated the board with regards to a few changes to the policy and it was accepted as presented

Motioned by Carol, seconded by Robynn

Carried

- Document Key Workplace Legislation and Training for Libraries – Document reviewed to ensure compliance. This will be reviewed annually.

Roxanne provided the board with this document, and made note of what we might need to do to be complying with the legislative requirements. Roxanne spoke about some training that the staff, board members and volunteers should be doing. Kelly will send out links for members to complete. These are free training sessions, and each board member will be expected to complete them. They will then notify Kelly who will mark down date of completion. Roxanne let everyone know that there are new AODA training modules that need to be completed.

NEW Required Training for Staff and all Volunteers:

Ontario Human Rights Code

General Requirements AODA

Pete, Roxanne, Kelly and Ashley will need to complete the Information and Communications Standards AODA course. And Kelly, Pete and Roxanne would also complete the Employment Standard AODA.

- New Policy: DRAFT Sale or Other Disposition of Real Property policy OP-23

Motion by Carol, seconded by Robynn, to approve OP-23 as presented. Carried

- **Pay Equity Policies to Review-**
- HR – 14 Job Evaluation & Compensation
- Info was added in about the library board, no major restructuring in document. Kelly was instructed to remove the pay grid from this document.

- Motioned by Carol to approve the policy with changes, seconded by Robynn

Carried

HR - 15 Educational Training & Development- next Review date 2028
Proposed title change from Educational Training Assistance Policy to Educational Training & Development.

A few minor changes were added to clarify the process used, motioned by Robynn, to be approved as presented seconded by Carol

Carried

HR – 16 Feedback and Development Policy- next review date 2028
Proposed title change from Performance and Appraisal Policy to Feedback and Development policy. The Rating Definitions were changed to reflect what is on the form we currently use.

Motion to approve the policy as presented by Robynn, seconded by Carol

Carried

HR – 17 Pay Equity Policy & Maintenance- next review date 2028
Few changes to this policy. Motion to approve this policy as presented by Robynn, seconded by Carol

Carried

- **Accessibility Policies to Review**

OP – 15 Accessibility in the Library – next review date 2027

Minor changes were made to the policy. Motion to approve this policy by Robynn seconded by Carol

Carried

OP – 15.1 Accessible Customer Service- next review date 2027

No changes were made to this policy. Motion to approve this policy by Carol, seconded by Robynn

Carried

OP – 15.2 Accessibility Plan next review date 2029

Changes include including new measures for accessibility including posting on Facebook, social media. Added audiobooks, and braille books. In 2023 we set up an email address for the board members to be contacted. In 2024 we added a new book return box that is wheelchair accessible.

Future Strategies and Actions for 2025-2030 were outlined. The library board will complete human rights training. A survey will be done in the community in the

spring of 2025. Kelly will be checking with our webhost yearly to ensure compliance with the AODA .

Motion to approve the policy as amended by Carol, seconded by Robynn
Carried

7. New Business- No new business

9. Date for Next Meeting February 19, 2025

10. Motion to Adjourn @ 4:10 pm