

Wollaston Public Library  
Library Board Meeting Draft Minutes  
Wednesday January 24, 2024

Minutes approved by Roxanne Lambert  
Date Feb 2024

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

**Regrets-**

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

Roxanne called this meeting to order at 3:14 pm

**2. Declaration of Conflict of Interest- None declared**

**3. Approval of the Agenda as amended with 2024 budget added after #9**

Motion by Robyn, seconded by Peter

**Carried**

**4. Acceptance of minutes from December 20, 2023**

Motion by Carol, seconded by Traci

**Carried**

**5. Business arising from the last meeting**

- Letter to Council

A letter was sent to Council on January 2<sup>nd</sup>, 2024 regarding the resignation of a board member. The letter stated that the library Board is not looking for another member at the moment. The Board feels like it is functioning well at the time with the remaining members. The Board thanked Wendy for all her help on the Library Board .

- Feedback and Development Process

Roxanne spoke briefly about meeting with Kelly for her evaluation. Things are going great and the Board is happy with her performance.

## **6. CEO Reports**

### **Operational Report**

Kelly talked about the 2023 year in summary. The library had another great year and thanked the Board for their hard work.

Motion to approve the Operational Report Carol, seconded by Traci

**Carried**

### **Financial Report**

- Kelly presented the balance sheet from December no major expenses.

Motion to approve the Financial report by Robyn, seconded by Carol

**Carried**

- Kelly brought up the purchase of the new computer that is much needed. Kelly provided the quotes from county IT. Will use the original amount that was budgeted for in 2023. This amount will not cover the whole cost of the computer and screen.

Motion to use reserves to purchase the new computer by Peter, seconded by Traci

**Carried**

### **Circulation Report**

Kelly talked about the Circulation report that she provided for December.

Motion to approve the Circulation report by Peter, seconded by J.D.

**Carried**

- 7. Ontario Library Service Four Year Board Cycle-** Roxanne talked about some new information on the OLS website that the Board should review.

**8. Policy Review (2 – 4 Policies per meeting)**

**Statement of Authority, Powers and Duties BL-01**

- Peter went over some changes in BL-01. Including adding a reference to BL- 02. Overall recommendation is that the bylaw is still valid with only a few changes. This bylaw will need to be reviewed in 2027.

Motion to approve BL-01 with recommended changes by Peter seconded by Traci.

**Carried**

- **Organization and Composition of Board BL-02**

This bylaw was revised to include the position of the vice chair. It needed to be re numbered and a few sub sections needed to be removed. It was noted that sections 1-6 are still consistent with the OLS guidelines. This bylaw will be reviewed in 2027.

Motion to approve BL-02 with recommended changes by J.D. seconded by Traci.

- **Terms of Reference for Officers BL-03**

Peter spoke about a few changes with this bylaw.

This bylaw will be reviewed in 2027.

Motion to approve BL-03 with recommended changes by J.D. seconded by Robynn

**Carried**

**9. Review and Approve Meeting Schedule for 2024**

Motion to approve the 2024 meeting schedule by Peter, seconded by Carol

**Carried**

**10. Updates to 2024 Budget (amended)**

Roxanne spoke about a few changes to the budget that was submitted in 2023. Wages have gone up more than originally budgeted for and in order to maintain pay equity it is recommended to resubmit the budget with the new amount. Which is \$41,167. Also spoke to removing the fax machine line in the budget and add scanner in its place.

Motion amend our budget to reflect the salary increase and remove fax machine by to Robynn, seconded by Peter.

**Carried**

**11. Date for next meeting- February 21<sup>st</sup>, 2024**

**12. Motion to adjourn by Peter, seconded by Traci**

**Carried**