

WELLAND PUBLIC LIBRARY BOARD

MINUTES

Minutes of the fifth regular meeting held on Monday, May 16, 2022 at the Main Library and via Zoom.

PRESENT: Melanie Gross Kerho, Melissa McGlashan, Tina Van Tuyl, Lindsay Bryan, Alan O'Neill, Lee Gordyn,

REGRETS: Carolyn Fast,

STAFF: Julianne Brunet (*Chief Executive Officer*)

GUEST PRESENTER: Melanie Dugard (Grant Thornton LLP, 7:03 – 7:20pm)

1. Call to Order

The Chair called the regular meeting to order at 7:03 pm.

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of the Agenda

Moved by Lindsay Bryan
Seconded by Lee Gordyn

22:048 That the agenda be approved as amended

Carried

4. Disclosures of Pecuniary Interest

Alan O'Neill declared a pecuniary interest with respect to the March Event Planning Committee Minutes as a result of his volunteer involvement with the Library's new donor wall.

5. Chair's Remarks

The Chair remarked that there are many wonderful activities planned at the Library. The Chair commended Staff and Management on receiving an Award of Merit from the Region for the variety of services offered to keep the community connected during the Covid-19 pandemic.

6. Consent Agenda

- 6.1. Approval of Library Board Minutes of April 25, 2022
- 6.2. Approval of the Closed Library Board Minutes of April 25, 2022
- 6.3. Financial Report
 - 6.3.1 April Financial Report
- 6.4. Chief Executive Officer's Report
 - 6.4.1. CEO's April Monthly Report

- 6.4.2. 2022 April Report on Library Activities
- 6.5. JHSC April Workplace Inspection Forms
- 6.6. Confidential Staffing Update
- 6.7. Award of Merit – Niagara Region
- 6.8. Draft City Council Update Presentation

Tina requested that items 6.3 and 6.3.1 be pulled for discussion.

Moved by Alan O'Neill
Seconded by Lindsay Bryan

21:049 **That the items in the Consent Agenda be approved with the removal of items 6.3 and 6.3.1** Carried

7. Business Arising

7.1 April Financial Report

Tina inquired as to why the utilities budget lines appeared to be underspent. The CEO reported that only Seaway Mall utility charges have been applied as the Library has not yet received an invoice from the City of Welland for first quarter expenses. The CEO also indicated that Diamond Trail operating costs are recorded under a separate budget line.

8. Committee Reports

8.1 March Event Planning Committee Minutes

The Coordinator of Outreach Services is investigating options for a music-style trivia event for November 5, 2022. Staff are also looking into a traditional-style trivia event to offer as a Library program in 2022/2023. The committee also recommends that an artist's plate be created and installed below the new donor wall.

Moved by Tina van Tuyl
Seconded by Lee Gordyn

21:050 **That the March Event Planning Minutes be approved.** Carried

9. Staff Reports

9.1 2021 Draft Financial Statements

Melanie Dugard of Grant Thornton presented a high-level overview of the audit process and the Library's financial position.

Moved by Lindsay Bryan
Seconded by Lee Gordyn

21:051 **That the 2021 Financial Statements be approved.** Carried

9.2 2022 Office Chair Replacement Report

The Chief Executive Officer outlined a plan to replace the aging office chairs throughout the system in 2022 as the Outreach van project has been delayed due to global supply chain issues. In accordance with the Library's purchasing policy, 3 informal quotes were obtained for the desired product. It is recommended that 25 Overtime High Back Luxhide Multi-Tilter chairs be purchased from Beatties Basics in St. Catharines at a cost of \$9,433.00 + HST which includes delivery and assembly. Beatties has also agreed to remove discarded chairs at an additional flat rate cost of \$175.00.

Moved by Melissa McGlashan
Seconded by Lindsay Bryan

21:052 That the 2022 Office Chair Replacement Report be approved. Carried

9.3 2022 Main Branch Table & Chair Replacement Report

The Chief Executive Officer presented a proposal to update the tables and chairs for the programming spaces at the Main Branch as an alternative to the Outreach Van initiative which has been delayed due to global supply chain issues. It is recommended that the Library purchase 8 HON Motivate flip-top tables, 32 HON motivate stacking sleigh chairs, and a chair cart from Schoolhouse Products (through the OECM purchasing consortium) at a cost of \$9,904.20 (including freight and assembly) + HST. Surplus furniture will be repurposed or auctioned as appropriate.

Moved by Tina van Tuyl
Seconded by Lindsay Bryan

21:053 That the 2022 Main Branch Table & Chair Replacement Report be approved. Carried

9.4 Seaway Mall Anniversary Celebrations Report

The Chief Executive Officer reported that the Seaway Mall Branch will celebrate its 5th year of operation on June 27, 2022. Staff are planning a drop-in event which will include snacks, a PowerPoint presentation, activities, and giveaways. The anticipated cost of this event can be covered through the Library's operating budget.

Moved by Melissa McGlashan
Seconded by Lindsay Bryan

21:054 That the Seaway Mall Anniversary Celebrations Report be received. Carried

9.5 2022 Sunday Hours

The CEO outlined past practice with respect to Sunday service and recommended that Sunday hours at the Main Branch resume on October 17, 2022.

Moved by Alan O'Neill
Seconded by Lee Gordyn

May 16, 2022

Moved by Lindsay Bryan
Seconded by Alan O'Neill

21:059 Moved that AD 6-6.9 COVID-19 Vaccine Status Policy be reviewed in June 2022. Carried

Examination Proctoring Policy (LS 7-7.3)

Minor grammatical and housekeeping changes were recommended and applied.

Moved by Tina van Tuyl
Seconded by Lee Gordyn

21:060 Moved that the LS 7-7.3 Examination Proctoring Policy be approved. Carried

12. General Business/Questions

N/A

13. Member Announcements

N/A

14. Dates to Remember

- Monday, June 20, 2022, 7:00pm Library Board Regular Meeting (Hybrid)
- Tuesday, June 21, 2022, 7:00pm Library Update Presentation to City Council

15. Adjournment


The regular meeting was adjourned at 8:10 pm on a motion by Alan O'Neill.

Closed Meeting

The Chair called the meeting to order at 8:19 pm

The closed meeting was adjourned at 9:08 pm on a motion by Lee Gordyn


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Chairperson


.....
Secretary

