

### **Welland Public Library Board**

Minutes of the second regular meeting on Monday, February 26, 2024 at the Main Library and via Zoom.

Present: Chair Lindsay Bryan, Vice-Chair Melissa McGlashan, Alyssa Payne, Deanna Vilella, Kieran Scott (7:06), Tim Wright

Regrets: Councillor Jamie Lee, Andrew McChesney, Kathryn Jung

Staff: Julianne Brunet (*Chief Executive Officer*), Laura Birkett (*Business Services Manager*), David Beaudoin (Manager of IT & Systems 7:00 – 7:26)

### **Minutes**

1. Call to Order

The Chair called the meeting to order at 7:00 pm.

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of the Agenda

Moved by Deanna Vilella  
Seconded by Tim Wright

**24:018 That the agenda be approved as circulated**

Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

None.

6. Consent Agenda

6.1 Approval of the Open Library Board Minutes of January 15, 2024

6.2 Approval of Closed Library Board Minutes of January 15, 2024

6.3 Financial Report

6.3.1 January Financial Report

6.4 Chief Executive Officer's Report

6.4.1 CEO's January Monthly Report

6.4.2 2024 January Report on Library Activities

6.4.3 2023 Report on Library Activities

6.5 JHSC January Workplace Inspection Forms

6.6 Confidential Staffing Update  
6.7 2023 Draft Annual Report

Moved by Alyssa Payne  
Seconded by Deanna Villella

**24:019 That the items in the Consent Agenda be approved as circulated with the removal of 6.4.1 CEO's January Monthly Report.** Carried

7. Business Arising

7.1 6.4.1 CEO's January Monthly Report

Board member Melissa McGlashan requested more detail on the meeting held with the CleanMark Group in January. The CEO explained that the meeting was held to address cleaning concerns at the Main and Seaway Mall Branches. Staff are working with CleanMark to address the issues and is seeing improvement in service levels.

Moved by Melissa McGlashan  
Seconded by Tim Wright

**24:020 That 6.4.1 CEO's January Monthly Report be approved.** Carried

8. Staff Reports

8.1 2024 Technology Expenditures Report

The Manager of Information Technology & Systems presented the Library's technology replacement and improvement plans for 2024 including the proposed budgets. It was explained that because of where the library is in the replacement schedule, a smaller contingency fund is required for 2024. Board members discussed the Library's replacement schedule and current technology inventory.

Moved by Melissa McGlashan  
Seconded by Kieran Scott

**24:021 That the 2024 Technology Expenditures Report be approved.** Carried

8.2 2023 CEO's Annual Report

The Chief Executive Officer presented the report and thanked the Board for their first full year of service. The Library's significant achievements in 2023 were highlighted, particularly a return to pre-pandemic levels in most usage statistics. Key examples of accomplishments in 2023 included the launch of the Little Free Pantry which sees over 500 uses monthly, customized training sessions provided to staff, capital projects including office furniture replacement and the Main Branch's new woodland feature, the installation of access control for the washrooms at the Main Branch, and the continuation of the mailout campaign for library cards.

Board members extended their gratitude to library staff for their achievements and excellent work in 2023.

Moved by Kieran Scott  
Seconded by Alyssa Payne

**24:022 That the 2023 CEO's Annual Report be received for information.**

Carried

8.3 Operations During Solar Eclipse Report

The Chief Executive Officer explained that the Niagara Region is in path of totality for the eclipse on April 8, 2024 and may impact operations. Niagara is expected to be a tourist destination for the event and emergency personnel are concerned with a strain on local infrastructure and supportive services. Potential actions for the day were outlined and the Board's flexibility was requested as the Chief Executive Officer works with staff and facilities partners to ensure staff and patron safety.

The Board was supportive of a partial day closure if needed. It was requested that an update be provided to the Board outlining actions taken.

Moved by Alyssa Payne  
Seconded by Kieran Scott

**24:023 That the Operations During Solar Eclipse Report be approved and authority for a partial day closure on April 8, 2024 be delegated to the Chief Executive Officer.**

Carried

9. Policies

9.1 AD 2-2.26 Library Employees – Code of Conduct

The Chief Executive Officer explained that there were no substantive changes to the Library Employees Code of Conduct this year after its annual review by the Joint Health and Safety Committee. Minor grammatical and formatting updates have been suggested.

Moved by Melissa McGlashan  
Seconded by Alyssa Payne

**24:024 That the AD 2.26 Library Employees – Code of Conduct Policy be approved.**

Carried

9.2 Welland Public Library Workplace Harassment Program

The Chief Executive Officer explained that the Workplace Harassment Program is a legislative requirement and exists to explain how the policy is enacted in the workplace and includes reporting forms. A correction to the review date was recommended.

Moved by Deanna Villella

Seconded by Melissa McGlashan

**24:025 That the Welland Public Library Workplace Harassment Program be approved as amended.**  
Carried

9.3 Welland Public Library Abuse Prevention Program

The Chief Executive Officer explained that the Abuse Prevention Program is required by the Library's insurance provider in order to demonstrate proactive mitigation of the risk of abuse. Relevant aspects of the workplace harassment program are included in this program. The Board requested that vexatious be defined in the program.

Moved by Tim Wright  
Seconded by Kieran Scott

**24:026 That the Welland Public Library Violence, Harassment and Abuse Prevention Program be approved.**  
Carried

10. General Business Information/Questions

The Chief Executive Officer explained that there has been a request to change the frequency of monthly Financial Reports to quarterly and agreed to make the change if it is the will of the Board. The Board expressed support for this change. Additional financial reports may be produced if there is a major aberrance or expenditure.

The date of the next Board meeting was confirmed as March 18, 2024 rather than March 25, 2024.

11. Member Announcements

The Chair reiterated the Board's expression of gratitude to the staff for their excellent work.

12. Dates to Remember

- Tuesday, February 27, 20224, 2:00 pm Human Library Launch Event (Civic Square)
- Monday, March 18, 2024, 7:00 pm Library Board Regular Meeting (hybrid)

13. Adjournment

The regular meeting was adjourned at 8:17 on a motion by Kieran Scott.

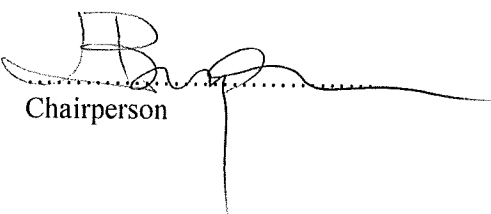
Carried

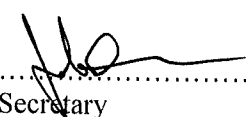
Closed Meeting

The Chair called the meeting to order at 8:27 pm.

The closed meeting was adjourned at 8:59 pm on a motion by Kieran Scott

Carried

  
Chairperson

  
Secretary