

Welland Public Library Board Minutes

Meeting Number: 05

Date: Monday, May 26, 2025

Time: 6:00 PM

Location: Welland Public Library, Main Branch and via Zoom

Welland Public Library Board Attendance

Present	Regrets	Absent
Vice Chair Melissa McGlashan	Chair Lindsay Bryan	N/A
Councillor Jamie Lee (6:00 – 6:53)	Kieran Scott	
Andrew McChesney	Kathryn Jung	
Alyssa Payne		
Deanna Villella		
Tim Wright		

Library Staff Attendance

Present	Position	Time
Julianne Brunet	Chief Executive Officer Secretary/Treasurer	6:01 – 8:12 pm
Laura Birkett	Manager of Business Services	6:01 – 7:18 pm

Minutes

1. Call to Order

The Chair called the meeting to order at 6:01

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of the Agenda

Moved by Andrew McChesney

Seconded by Tim Wright

25:046 That the agenda be approved as circulated with the removal of 6.4 System Plans Updates – 6.9 OP-07 Information Services Policy **Carried**

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

Vice-Chair Melissa McGlashan thanked library staff for their ongoing efforts both in the Library and to the community, and also thanked Chair Lindsay Bryan for her work as Library Board Chair.

6. Consent Agenda

- 6.1 Approval of the Open Library Board Minutes of April 22, 2025
- 6.2 Q1 Financial Report
 - 6.2.1 April Financials
- 6.3 Chief Executive Officer's Report
 - 6.3.1 April Statistical Report
- 6.4 System Plans Updates
- 6.5 HR-04 Benefits & Leave Entitlements Policy
- 6.6 HR-12 Occupational Health & Safety Policy & Program
- 6.7 OP-01 Lending Policy
- 6.8 OP-02 Patron Records Policy
- 6.9 OP-07 Information Services Policy
- 6.10 Draft Update Presentation to City Council

7. Business Arising

7.1 6.4 System Plans Updates - 6.9 OP-07 Information Services Policy

Board member Tim Wright requested discussion of the inclusion of operational policy, plan and procedure updates in the consent agenda and recommended that these updates be summarized in the Chief Executive Officer's monthly report. Discussion ensued.

Moved by Tim Wright
Seconded by Deanna Villella

25:047 That operational policies, procedures and plan updates be summarized in the CEO's report going forward. **Carried**

Moved by Andrew McChesney
Seconded by Alyssa Payne

25:048 That items 6.4-6.9 in the consent agenda be approved

Carried

8. Staff Reports

8.1 2024 Draft Financial Statements Report & Presentation

Melanie Dugard, Principal at Doane Grant Thornton LLP, presented the 2024 financial audit and draft financial statements and provided an overview of the process undertaken, results, and adjustments. It was reported that no substantive issues were noted and that it was a positive audit.

Moved by Andrew McChesney
Seconded by Alyssa Payne

25:049 That the Draft 2024 Financial Statements be approved

Carried

8.2 Strategic Planning Update Report

The Chief Executive Officer presented the report and updated on the Board on the status of the strategic planning process, entrusted to Nordicity. The upcoming engagement phase was outlined and the Board's participation timelines were discussed.

Moved by Andrew McChesney
Seconded by Alyssa Payne

25:050 That the Strategic Planning Update Report be received

Carried

8.3 2024 Valuing Ontario Public Libraries Quantitative Results

The Chief Executive Officer presented the 2024 Valuing Ontario Public Libraries Report. Key takeaways were highlighted including that for every dollar invested in the Welland Public Library system, the community receives an estimated socio-economic return of \$9.09, an increase of \$2.32 per resident from 2023. The Board discussed the report, including ways in which the data could be used and presented. A one page impact report was recommended.

Moved by Deanna Vilella
Seconded by Tim Wright

25:051 That the 2024 Valuing Ontario Public Libraries Quantitative Results be received

Carried

8.4 Main Branch Computer Station Replacement Report

The Chief Executive Officer presented the report and outlined the contents of a quote that has been received from Beatties Basics to replace 15 adult and 6 children's computer workstations at the Main Branch and to add a laptop bar and family workstation. Staff

recommend utilizing the cooperative purchasing provision in the Library's purchasing policy as Beatties Basics is part of the OECM program.

Discussion ensued.

Moved by Tim Wright

Seconded by Alyssa Payne

25:052 That the Main Branch Computer Station Replacement Report be approved

Carried

9. Policies

9.1 Policies to Rescind

9.1.1 AD 2-2.3 Overtime / Lieu Time

9.1.2 AD 2-2.6 Benefits

9.1.3 AD 2-2.10 Personal Leave

9.1.4 AD 2-2.15 Leave of Absence

9.1.5 AD 3-3.1 – AD 3-3.14 (Joint Health & Safety Policies)

9.1.6 LS 1-1.1 Patron Records Policy

9.1.7 LS 1-1.2 Lending Policy

9.1.8 LS 1-1.3 Inter-Library Loan Policy

9.1.9 LS 1-3.1 Information Services Policy

The Chief Executive Officer explained that these policies have been captured in the policies approved in the consent agenda and approval of rescinding these policies ensures that there is no duplication.

Moved by Alyssa Payne

Seconded by Andrew McChesney

25:053 That Policies 9.1.1 to 9.1.9 be rescinded

Carried

10. Discussion Items

10.1 Library Board Self-Assessment

Board Member Andrew McChesney shared the collated and anonymized results of the self-assessment with the Board. Ratings have generally remained high (with the exception of Board diversity), suggesting that members remain confident in their roles and that the Board is functioning effectively.

It was noted that further discussion of the results would be valuable for members of the Board and this discussion will be tentatively scheduled for the October 2025 meeting.

Moved by Andrew McChesney

Seconded by Alyssa Payne

25:054 That the Library Board self-assessment results be received**Carried****10.2 Impact of Tariffs and Reciprocal Tariffs Update**

The Chief Executive Officer provided an update on the current situation with regards to the announced elimination of most counter-tariffs. It was explained that library staff are working with vendors to remove tariff fees from items not yet ordered or shipped.

The Chief Executive Officer then discussed how the Library could align its purchasing policy with the City of Welland's purchasing policy and amendment. It was explained that purchasing thresholds appropriate for the Library's budget may not align with the City as the Library's auditors have previously advised that they may not be appropriate for an organization the size of WPL.

The Board discussed the City of Welland's amendment with regards to purchasing from the U.S. and agreed that the Library can consider a similar temporary addendum that can be rescinded if/when needed.

Moved by Andrew McChesney
Seconded by Alyssa Payne

25:055 That the Library Board directs the CEO to revise the Library's purchasing policy to align with the City of Welland's procurement policy and amendment**Carried****11. General Business Information/Questions**

N/A

12. Member Announcements

N/A

13. Dates to Remember

- Tuesday, June 3, 2025, 7:00 pm Update Presentation to Welland City Council
- Tuesday, June 10, 2025, 9:00 am – 5:00 pm Staff Development Day
- Monday, June 16, 2025, 6:00 pm Library Board Meeting (hybrid)

Closed Meeting

The Chair called the meeting to order at 7:19 pm.

The closed meeting was adjourned at 8:11 pm on a motion by Tim Wright.

Moved by Alyssa Payne
Seconded by Andrew McChesney

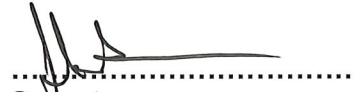
That the Library Board return to open session at 8:11 pm

Moved by Deanna Villella
Seconded by Andrew McChesney

25:056 That the Welland Public Library Board confirms and ratifies all actions taken in-camera
Carried

14. Adjournment

The regular meeting was adjourned at 8:12 on a motion by Andrew McChesney.


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Chairperson
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Secretary