

Welland Public Library Board

Minutes of the seventh regular meeting held at 6:00 pm on Monday, June 19, 2023 at the Main Library and via Zoom.

Present: Chair Lindsay Bryan, Vice-Chair Melissa McGlashan, Councillor Jamie Lee, Andrew McChesney, Alyssa Payne, Deanna Villella (6:00 – 8:30), Kieran Scott (6:15), Tim Wright

Regrets: Kathryn Jung

Staff: Julianne Brunet (*Chief Executive Officer*), Laura Birkett (*Business Services Manager (7:39)*)

Minutes

Closed Meeting

The Chair called the meeting to order at 6:04 pm.

The closed meeting was adjourned at 7:25 pm on a motion by Kieran Scott.

1. Call to Order

The Chair called the meeting to order at 7:39 pm.

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of the Agenda

Moved by Alyssa Payne
Seconded by Melissa McGlashan

23:065 That the agenda be approved as circulated.

Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

The Chair reported that the June report to Council was well-received and extended thanks to those who shared their kind comments on the presentation.

6. Consent Agenda

6.1 Approval of the Open Library Board Minutes of May 15, 2023

6.2 Approval of Closed Library Board Minutes of May 15, 2023

6.3 Financial Report

6.3.1 May Financial Report

6.4 Chief Executive Officer's Report

- 6.4.1 CEO's May Monthly Report
- 6.4.2 2023 May Report on Library Activities
- 6.5 JHSC May Workplace Inspection Forms
- 6.6 Confidential Staffing Update

Moved by Melissa McGlashan
Seconded by Tim Wright

23:066 That the items in the Consent Agenda be approved.

Carried

7. Business Arising

None.

8. Committee Reports

8.1 OLS Report

The Board deferred this report to the next meeting.

9. Staff Reports

9.1 Strategic Plan Report

The Chief Executive Officer provided an overview of past strategic planning practices and outlined the timeline for the next strategic planning cycle, which is anticipated to begin in early 2025. Discussion ensued regarding the use of a consultant to facilitate the process.

The Board briefly discussed timelines, the process, and pricing.

Moved by Melissa McGlashan
Seconded by Jamie Lee

23:067 That the Strategic Plan Report be received.

Carried

9.2 Q2 Action Items Update Report

The Chief Executive Officer provided a summary of the highlights of progress made to date on the 32 action items for 2023. It was reported that all but one action item has been started and that staff are on track to complete all items by the end of the year.

Moved by Andrew McChesney
Seconded by Alyssa Payne

23:068 That the Q2 Action Items Update Report be received.

Carried

9.3 CEO Performance Review Report

It was explained that the Board is required to form a CEO performance committee which will begin its work in September in order to complete the CEO performance review by year-end.

The Chair explained that she has been involved in this process for four years and outlined past practice. The Chair confirmed that she is ex-officio on all committees, including the CEO Performance Review Committee.

The Board discussed points of clarification with regards to the process, committee composition and timeline, and discussed options for gathering feedback.

Moved by Tim Wright
Seconded by Deanna Villella

23:069 That the CEO Performance Review Report be received. Carried

Moved by Kieran Scott
Seconded by Andrew McChesney

23:071 That Melissa McGlashan, Alyssa Payne, and Tim Wright be nominated to serve on the CEO Performance Review Committee for the 2023 – 2026 term of the Library Board. Carried

Moved by Kieran Scott
Seconded by Jamie Lee

23:072 That the nominations for service on the CEO Performance Review Committee for the 2023-2026 term of the Library Board be closed. Carried

Moved by Kieran Scott
Seconded by Andrew McChesney

23:073 That Melissa McGlashan, Alyssa Payne, and Tim Wright be appointed to serve on the CEO Performance Review Committee for the 2023-2026 term of the Library Board. Carried

9.4 Liability Insurance Report

The Chief Executive Officer explained that questions were received from Council during the previous budget process regarding rising insurance costs. For this reason, staff decided to undertake a review of brokers prior to conducting a full market review in the fall. The report outlined current premiums, the type of coverage that the Library has, and presented the results of the review.

The Board requested that the CEO investigate multiple-year pricing or any other cost saving agreements that may be available.

Moved by Kieran Scott
Seconded by Alyssa Payne

23:074 That the Liability Insurance Report be received and approves the CEO to market the Library's plan with Erion Insurance Brokers for 2023/24. Carried

9.5 Custom Feature Report

The Chief Executive Officer presented the Custom Feature Report and provided some background information about the design and theme of the children's area of the Main Branch. The Custom Feature is intended to attract children and families to the space and encourage them to spend time there.

The Chief Executive Officer outlined the procurement processes undertaken for this initiative, and explained of the three formal quotes received, only one was within budget and met the Library's needs for the project.

The Board discussed promotional opportunities and expressed enthusiasm for the project.

Moved by Kieran Scott
Seconded by Melissa McGlashan

23:075 That the Custom Feature Report be received and the contract awarded as recommended in the report. Carried

9.6 Janitorial Services Tender Update Report

The Chief Executive Officer informed the Board that the selected proponent has withdrawn their bid and staff have begun investigating references for the second proponent from the previous purchasing process. The CEO requested that staff be given the direction to continue down the list as needed up to an agreed financial threshold.

The board briefly discussed budgetary considerations.

Moved by Jamie Lee
Seconded by Alyssa Payne

23:076 That the Janitorial Tender Update Report be received and the contract awarded as recommended in the report. Carried

10. Policies

10.1 AD 1-1.2 Capital Asset Policy

The Manager of Business Services provided details about the changes to the Capital Asset policy over the previous two years and explained that as part of the 2022 audit process and in discussion with City of Welland Financial staff, the new policy simplifies the process of managing the library's capital assets while maintaining audit compliance.

Moved by Kieran Scott
Seconded by Jamie Lee

23:077 That the AD 1-1.2 Capital Asset Policy be approved. Carried

10.2 AD 6-6.1 Meeting Room Policy

The Manager of Business Services outlined the changes to the policy which include updated information about the available spaces, the booking process, and rental guidelines.

The Board discussed the revisions and expressed support for the changes.

Moved by Tim Wright
Seconded Jamie Lee

23:078 That the AD 6-6.1 Meeting Rooms Policy be approved.

Carried

11. General Business Information / Questions

None.

12. Member Announcements


None.

13. Dates to Remember

- Thursday July 6, 4:30 – 7:00 pm, 2023 Diamond Trail 10th Anniversary Celebration
- Monday, September 18, 2023, 7:00 pm Library Board Regular Meeting (hybrid)

14. Adjournment

The regular meeting was adjourned at 9:03 pm on a motion by Alyssa Payne.


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Chairperson


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Secretary