

WELLAND PUBLIC LIBRARY BOARD

MINUTES

Minutes of the sixth regular meeting held on Monday, June 20, 2022 at the Main Library and via Zoom.

PRESENT: Melanie Gross Kerho, Melissa McGlashan, Tina Van Tuyl, Lindsay Bryan, Alan O'Neill, Lee Gordyn, Carolyn Fast (7:18 – 8:21pm)

REGRETS: None.

STAFF: Julianne Brunet (*Chief Executive Officer*), Conor Echlin (7:03 – 7:56pm)

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 Alan O'Neill
Seconded by Melissa McGlashan

22:061 That the agenda be approved as circulated.

Carried

4. Disclosures of Pecuniary Interest

None.

5. Chair's Remarks

The Chair remarked that there are many wonderful activities planned at the Library over the summer and appreciated the opportunity to connect with the Board during recent visits. The Chair reminded the Board that the Library will be providing an update presentation to City Council on June 21, 2022.

6. Consent Agenda

- 6.1. Approval of Library Board Minutes of May 16, 2022
- 6.2. Approval of the Closed Library Board Minutes of May 16, 2022
- 6.3. April Financial Report
 - 6.3.1 April Financials
- 6.4. May Financial Report
 - 6.4.1 May Financials
- 6.5. Chief Executive Officer's Report
 - 6.5.1. CEO's May Monthly Report
 - 6.5.2. 2022 May Report on Library Activities

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- 6.6. JHSC May Workplace Inspection Forms
- 6.7. Confidential Staffing Update
- 6.8. Correspondence – West Gwillimbury Public Library
- 6.9. Advocacy Letter to Niagara Centre MPP

Moved by Lindsay Bryan
Seconded by Tina van Tuyl

22:062 **That the items in the Consent Agenda be approved as circulated.** Carried

7. Business Arising

N/A.

8. Committee Reports

8.1 June Event Planning Committee Minutes

The Chief Executive Officer reported that plates for the new donor wall will be installed by month end. Planning is underway for the 2022 Music Trivia Night Event. The committee will continue discussing a fundraising objective over the summer. It was recommended that ticket prices not exceed \$30/person, as long as the Library is not in a deficit position.

Moved by Lee Gordyn
Seconded by Lindsay Bryan

22:063 **That the June Event Planning Minutes be approved.** Carried

9. Staff Reports

9.1 Fine Free Update Report

The Manager of Customer Experience reported that the Library has not experienced any significant negative impacts since going “fine free” in December 2021. In the last 6 months, WPL has recorded increases in membership and membership renewals, and no noticeable increases in thefts or billing. Staff recommend permanently eliminating late and overdue fees for all WPL users, while maintaining current practices surrounding item replacement and processing fees.

Moved by Melissa McGlashan
Seconded by Alan O’Neill

22:064 **That the Fine Free Update Report be approved** Carried

9.2 2021 Reserve Fund Report

The Chief Executive Officer confirmed the 2021 surplus (as per the 2021 audited financial statements) and provided recommendations for its allocation.

Moved by Lindsay Bryan

Seconded by Melissa McGlashan

22:065 That the 2021 Reserve Fund report be approved. Carried

9.3 Q2 Action Items Update Report

The Chief Executive Officer provided an overview of projects that are underway and have been completed. The Chief Executive Officer commended staff on their efforts and tremendous progress on their annual goals and objectives. The Library is on track to complete all 22 action items by year end.

Moved by Tina van Tuyl
Seconded by Lindsay Bryan

22:066 That the Q2 Action Items Update report be approved. Carried

9.4 Signing Authority Report

The Chief Executive Officer outlined processes in place with respect to signing authority on behalf of the Welland Public Library. The Chief Executive Officer recommended expanding authority to the Business Services Manager.

Moved by Lee Gordyn
Seconded by Tina van Tuyl

22:066 That the Signing Authority report be approved Carried

Moved by Melissa McGlashan
Seconded by Lindsay Bryan

22:067 That the Library Board approve the Chief Executive Officer to enter into a funding agreement with the Federal government for the purposes of completing accessibility modifications at the Main Branch Library in 2022. Carried

Moved by Lee Gordyn
Seconded by Lindsay Bryan

22:068 That the Library Board affirms that the Chief Executive Officer (Julianne Brunet) and the Manager of Customer Experience (Conor Echlin) have been granted signing authority for the Welland Public Library and the Main Branch Accessibility Modifications project. It is further resolved that signatures from both individuals will be required to bind the corporation with respect to this project. Carried

10. Discussion Items

10.1 Library Board Assessment Update Report

The Chair and Vice-Chair shared the collated and anonymized results of the Library Board self-assessment. Areas for improvement were discussed. The Chair and Vice-Chair plan to meet over the summer to incorporate the results of the assessment into a Board legacy document.

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Moved by Lee Gordyn
Seconded by Tina van Tuyl

22:069 That the verbal Library Board Assessment Update Report be received. Carried

11. Policies

COVID-19 Vaccine Status Policy (AD 6-6.9)

The Board reviewed this policy and no changes were recommended at this time.

Moved by Lindsay Bryan
Seconded by Lee Gordyn

22:070 That the Covid-19 Vaccine Status Policy (AD 6-6.9) be left in place to be discussed at the October 2022 Library Board Meeting, unless circumstances warrant otherwise. Carried

InterLibrary Loan Policy (LS 1-1.3)

This policy has been revised to eliminate fees charged to patrons to obtain materials from lenders that charge additional fees.

Moved by Alan O'Neill
Seconded by Melissa McGlashan

22:071 That the InterLibrary Loan Policy (LS 1-1.3) be approved. Carried

Makerspace Technology Policy (LS 5-5.3)

This policy has been updated to reflect the increased build size that is now possible with the new 3D printers. Additional language has been added to govern the use of the VR headsets, which staff hope to launch in September/October 2022.

Moved by Lee Gordyn
Seconded by Alan O'Neill

22:072 Moved that the Makerspace Technology Policy (LS 5-5.3) be approved. Carried

12. General Business/Questions

N/A

13. Member Announcements

N/A

14. Dates to Remember

- Tuesday, June 21, 2022, 7:00pm Library Update Presentation to City Council

June 20, 2022

- Monday, September 19, 2022, 7:00pm Library Board Regular Meeting (Hybrid)


15. Adjournment

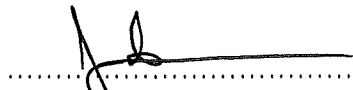
The regular meeting was adjourned at 8:21 pm on a motion by Lindsay Bryan.

Closed Meeting

The Chair called the meeting to order at 8:30 pm

The closed meeting was adjourned at 9:00 pm on a motion by Lindsay Bryan.


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Chairperson


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Secretary

