

WELLAND PUBLIC LIBRARY BOARD

MINUTES

Minutes of the second regular meeting held on Monday, February 28, 2022 via Zoom.

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

REGRETS: Fred Sullivan, Carolyn Fast

STAFF: Julianne Brunet (*Chief Executive Officer*), Conor Echlin 7:02 – 7:32
(*Manager of Customer Experience*)

1. Call to Order

The Chair called the regular meeting to order at 7:02 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 Melissa McGlashan

22:017 That the agenda be approved as circulated

Carried

4. Disclosures of Pecuniary Interest

There were no disclosures of pecuniary interest.

5. Chair's Remarks

The Chair expressed her continued appreciation to the Board, Management Team, and Staff for their efforts, especially as pandemic restrictions are lifted.

6. Consent Agenda

- 6.1. Approval of Library Board Minutes of January 17, 2022
- 6.2. Approval of the Closed Library Board Minutes of January 17, 2022
- 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. 2022 January Report on Library Activities
- 6.5. JHSC January Workplace Inspection Forms
- 6.6. Confidential Staffing Update

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Moved by Lee Gordyn
Seconded by Tina Van Tuyl

21:018 That the items in the Consent Agenda be approved Carried

7. Business Arising

N/A.

8. Committee Reports

8.1 Event Planning Committee Meeting

The Chief Executive Officer shared the committee's plans for an in-person trivia event to be held on Saturday November 5, 2022. It has been recommended that the funds raised could support the Library's nutrition initiatives. The Board also discussed the committee's recommendation for a phrase/title to accompany the new donor wall - "Thank you for helping us write our next chapter."

Moved by Lindsay Bryan
Seconded by Lee Gordyn

21:019 That the Event Planning Committee Minutes be received. Carried

9. Staff Reports

9.1 Covid-19 Update Report

The Chief Executive Officer outlined current operating procedures, safety protocols, and service levels. It is recommended that the Library continue to abide by all sector-specific Provincial and Regional health recommendations, advice, and directives.

Moved by Tina van Tuyl
Seconded by Lee Gordyn

21:020 That the Covid-19 Update Report be received. Carried

9.2 2021 Annual Report

The Chief Executive Officer provided an overview of organizational accomplishments in 2021. Areas for improvement were also identified.

Moved by Melissa McGlashan
Seconded by Lindsay Bryan

21:021 Moved that the 2021 Annual Report be received. Carried

9.3 2022 Library Membership Campaign Report

The Manager of Customer Experienced outlined plans to increase library membership in 2022 by mailing inactive library cards and promotional materials to non-user households in priority

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neighborhoods in Welland. By cross-referencing publicly available information with our catalogue, staff intend to generate a list of households that are not yet affiliated with WPL.

Moved by Lee Gordyn
Seconded by Lindsay Bryan

21:022 That the 2022 Library Membership Campaign Report be received. Carried

9.4 Staff Development Day

In order to focus on the individual development needs of all staff, Management recommends offering training to all employees throughout the year rather than closing library locations for one day annually to administer training.

Moved by Lee Gordyn
Seconded by Tina van Tuyl

21:023 That the Staff Development Day Report be received. Carried

10. Discussion Items

10.1 2022 Advocacy Efforts

The Library Board discussed a variety of ways to engage current members of Council as well as any new incumbents following the 2022 municipal election. Plans to include a document in the new Council orientation package were discussed.

10.2 Board Evaluation & Legacy Document

The Chair and Vice-Chair provided an overview of the information compiled from other public Libraries about their board evaluation processes and legacy documents. The Board discussed the development of a policy, assessment tool, and succinct legacy document for WPL that can be shared with the incoming Board and Council. The CEO will reach out to OLS for templates and best practices for using the legacy document to engage City Council.

Moved by Lee Gordyn
Seconded by Tina van Tuyl

21:024 That the development of a legacy document, board assessment, and policy be undertaken by the Chair and Vice Chair. Carried

11. Policies

Capital Assets Policy (AD 1-1.2)

The CEO recommends language increasing the minimum threshold for capitalizing pooled Assets from \$50.00 to \$500.00 after discussion with the auditors. Clarification regarding the capitalization of physical library materials was also suggested.

Moved by Lindsay Bryan
Seconded by Lee Gordyn

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21:025 That the AD 1-1.2 Capital Assets Policy be approved. Carried

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

The Board reviewed the policy with respect to the evolving pandemic situation. No changes were recommended at this time.

Moved by Alan O'Neill
Seconded by Lindsay Bryan

21:026 That the current version of the COVID-19 Vaccine Status Policy remain in place as per the advice and recommendations provided by the Niagara Region Public Health Unit. Carried

Customer Feedback Policy (LS 6-6.2)

The policy was updated to reflect the current practice of accepting and responding to complaints received electronically.

Moved by Alan O'Neill
Seconded by Lindsay Bryan

12. General Business/Questions

N/A

13. Member Announcements

N/A

14. Dates to Remember

- Monday, March 21, 2022, 7:00pm Library Board Regular Meeting (Hybrid)

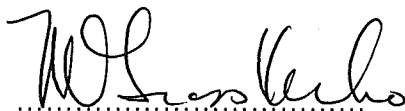
15. Adjournment

The regular meeting was adjourned at 8:04 pm on a motion by Alan O'Neill


Closed Meeting

The Chair called the meeting to order at 8:12 pm

The closed meeting was adjourned at 8:56 pm on a motion by Alan O'Neill



Chairperson


Secretary