

### Welland Public Library Board

Minutes of the ninth regular meeting held at 8:08 pm on Monday, September 18, 2023 at the Main Library and via Zoom.

Present: Chair Lindsay Bryan, Vice-Chair Melissa McGlashan, Councillor Jamie Lee, Deanna Villella, Kieran Scott, Tim Wright

Regrets: Andrew McChesney, Alyssa Payne, Kathryn Jung

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

### Minutes

#### Closed Meeting

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

The closed meeting was adjourned at 7:56 pm on a motion by Tim Wright.

1. Call to Order

The Chair called the meeting to order at 8:08 pm.

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of the Agenda

The Board amended the agenda to include item 7.1. Collective Agreement Negotiations & Exempt Employee Handbook

Moved by Kieran Scott

Seconded by Melissa McGlashan

**23:085 That the agenda be approved as amended.**

Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

The Chair thanked the Board for attending and participating in this meeting and for the work involved in preparing for this evening's discussion.

6. Consent Agenda

6.1 Approval of the Open Library Board Minutes of August 14, 2023

6.2 Approval of Closed Library Board Minutes of August 14, 2023

6.3 Financial Report

6.3.1 July & August Financial Report

6.4 Chief Executive Officer's Report

6.4.1 CEO's July Monthly Report

6.4.2 CEO's August Monthly Report

6.4.3 2023 July Report on Library Activities

- 6.4.4 2023 August Report on Library Activities
- 6.5 JHSC July Workplace Inspection Forms
- 6.6 JHSC August Workplace Inspection Forms
- 6.7 Confidential Staffing Update

It was noted that the August minutes required correction as a Board member was omitted from the attendance list.

Moved by Kieran Scott  
Seconded by Melissa McGlashan

**23:086 That the items in the Consent Agenda be approved as amended.** Carried

7. Business Arising

7.1 Collective Agreement Negotiations and Exempt Employees Handbook

Moved by Melissa McGlashan  
Seconded by Tim Wright

**23:087 That the Board direct the CEO to proceed as directed in closed session.** Carried

8. Staff Reports

8.1 Q3 Action Items Update Report

The Chief Executive Officer reported that we staff are on track to complete all of the 2023 objectives by year end. It was noted that twenty-one objectives are completed and the remainder are in progress. Some highlights of completed and in-progress objectives were provided.

Moved by Tim Wright  
Seconded by Deanna Villella

**23:088 That the Q3 Action Items Update be received** Carried

8.2 Reserve Transfer Report

The Chief Executive Officer made recommendations regarding transferring the Library's 2022 budgetary surplus to reserve funds.

Moved by Melissa McGlashan  
Seconded by Kieran Scott

**23:089 That the Reserve Transfer Report be approved.** Carried

8.3 2024 Proposed Action Items Report

The Chief Executive Officer explained that the Management team met over the summer and finalized plans for the 2024 objectives contained in the report. An overview of the objectives was provided to the Board for consideration.

Board members remarked that the plan was comprehensive and appreciated the effort in its development.

Moved by Kieran Scott  
Seconded Tim Wright

**23:090 That the 2024 Proposed Action Items Report be approved.**

Carried

8.4 Proposed 2024 Holidays Report

The Chief Executive Officer provided the Board with a report outlining the proposed statutory and observed holidays for the Library in 2024.

There was a brief discussion of non-statutory holidays and how they are managed.

Moved by Melissa McGlashan  
Seconded Tim Wright

**23:091 That the Proposed 2024 Holidays Report be approved.**

Carried

8.5 Proposed 2024 Holiday Hours Report

The Chief Executive Officer explained that the Library has historically had reduced hours on Christmas Eve and New Year's Eve. The report recommends maintaining these hours in 2024.

Moved by Tim Wright  
Seconded Kieran Scott

**23:092 That the Proposed 2024 Holiday Hours Report be approved.**

Carried

8.6 2024 Board Meeting Dates & Times Report

The Chief Executive Officer explained that the Public Libraries Act requires a minimum of seven annual Board meetings. The report recommends that the Welland Public Library Board maintain its current schedule of nine meetings in 2024 at the same time and day of the month.

Moved by Kieran Scott  
Seconded by Melissa McGlashan

**23:093 That the Board Meeting Dates & Times Report be approved.**

Carried

8.7 SCPL Reciprocal Borrowing Agreement Report

The Chief Executive Officer explained that the St. Catharines Public Library is not a part of the LiNC consortium but has proposed a reciprocal borrowing agreement with the Welland Public Library. The CEO outlined the proposed agreement and the potential benefits for Welland residents.

There was a brief discussion about the LiNC consortium and similar reciprocal borrowing agreements with other municipalities.

Moved by Tim Wright  
Seconded Kieran Scott

**23:094 That the SCPL Reciprocal Borrowing Agreement Report be approved.**

Carried

9. Discussion Items

9.1 Board Self-Assessment Process

Melissa McGlashan explained that this process had been deferred to September, and that the Board self-assessment tool will be distributed to Board members after this meeting. The intent of the tool is to capture a baseline of how the Board is doing and provide a point of comparison for when the exercise is undertaken again in April 2024.

9.2 CEO Performance Assessment Process

Melissa McGlashan noted that CEO performance appraisal committee members were set in a previous meeting. The process and timelines for completing the performance appraisal were discussed and finalized.

10. Policies

10.1 AD 2-2.30 Police Record Check Policy

The Business Services Manager explained that the policy has been revised to allow new employees the time to obtain a Police Check, and to ensure compliance with the Human Rights Code.

Moved by Kieran Scott  
Seconded Deanna Villella

**23:095 That the AD2-2.30 Police Record Check Policy be approved.**

Carried

10.2 AD 6-6.2 Study Room Policy

The Business Services Manager outlined minor changes to the policy, including clarifying language around Study Room reservations and hybrid work space availability.

Moved by Melissa McGlashan  
Seconded Tim Wright

**23:096 That the AD 6-6.2 Study Room Policy be approved.**

Carried

11. General Business Information/Questions

None.

12. Member Announcements

None.


13. Dates to Remember

- Thursday, October 5, 2023, 2:00pm - Little Free Pantry Launch Event
- Monday, October 16, 2023, 7:00 pm Library Board Regular Meeting (hybrid)

14. Adjournment

The regular meeting was adjourned at 8:50 pm on a motion by Kieran Scott.

  
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Chairperson

  
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Secretary