

Welland Public Library Board

Minutes of the fourth regular meeting held at 7:00 pm on Monday, March 20, 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, Kathryn Jung, Kieran Scott, Tim Wright

Regrets: None

Staff: Julianne Brunet (*Chief Executive Officer*), Laura Birkett (*Business Services Manager 7:05-8:44*),

Minutes

1. Call to Order

The Chair called the meeting to order at 7:05 pm.

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of the Agenda

Moved by Melissa McGlashan

Seconded by Deanna Villella

23:036 That the agenda be approved as circulated

Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

The Chair advised the Board that she would like to take a few minutes at the beginning of the next two meetings to have Board members introduce themselves. Councillor Jamie Lee, Kathryn Jung, Alyssa Payne, and Andrew McChesney provided brief introductions.

6. Consent Agenda

6.1. Approval of the Inaugural Library Board Minutes of February 27, 2023

6.2 Approval of the Open Library Board Minutes of February 27, 2023

6.3 Approval of Closed Library Board Minutes of February 27, 2023

6.4 Financial Report

6.4.1 February Financial Report

6.5 Chief Executive Officer's Report

6.5.1 CEO's February Monthly Report

6.5.2 2023 February Report on Library Activities

6.6 JHSC February Workplace Inspection Forms

6.7 Confidential Staffing Update

6.7. Annual Report 2022

6.8 Correspondence: City of Welland

Moved by Alyssa Payne
Seconded by Kieran Scott

23:037 That the items in the Consent Agenda be approved as circulated. Carried

7. Business Arising

N/A

8. Committee Reports

N/A

9. Staff Reports

9.1 Q1 Action Items Update Report

The Chief Executive Officer presented the Q1 Action Items Update Report. It was reported that the number of action items has increased from 2022 due to the addition of a Manager to the staffing complement. Highlights of progress included initial work being underway to procure new staff office furniture, working on launching a little free pantry program to augment food programs at the library, and a mailing campaign focused on lapsed and non-library users in Welland. Staff are also investigating opportunities to expand hours and the Library's physical footprint, as well as a number of initiatives with the City. Celebration planning is also underway for the tenth anniversary of the Diamond Trail branch and the 200th anniversary of library operations in Welland (2024).

There was a brief discussion of the process for receiving additional action plan updates. The Chief Executive Officer explained that updated reports will be brought to the Board every quarter. Comments and questions are encouraged.

Moved by Kieran Scott
Seconded by Kathryn Jung

23:038 That the Q1 Action Items Update Report be received. Carried

9.2 Municipal/Library Relations Report

The Chief Executive Officer presented the report and explained the current relationship between the Library and the City of Welland, including the role of the Library Board's Council Representative. The Chief Executive Officer then outlined the Library's service agreement with the City, as well as plans for this agreement moving forward.

Discussion of the report ensued, as well as a brief discussion of potential outreach to City Council. The Chief Executive Officer advised that ideas generated by the Board will be discussed with staff and a report will come back to the Board at the next meeting.

Moved by Alyssa Payne
Seconded by Tim Wright

23:039 That the Municipal/Library Relations Report be received.

Carried

9.3 Regional Board Training Report

The Chief Executive Officer presented the Regional Board Training Report and outlined the schedule for the day.

Board members who have attended the training event in the past advised that attendance is very beneficial.

Moved by Melissa McGlashan
Seconded by Andrew McChesney

23:040 That the Regional Board Training Report be received.

Carried

9.4 2023 Fundraising Report

The Chief Executive Officer presented the Fundraising Report and provided background information on the library's Event Planning Committee. Moving forward, the Board recommends suspending the Event Planning Committee until a capital project is identified. Staff will continue to facilitate pre-existing board-approved fundraising activities (e.g.: selling branded items) and will pursue profile-raising activities as staff-led programs/events.

The Board discussed potential fundraising opportunities for the future.

Moved by Kieran Scott
Seconded by Alyssa Payne

23:041 That the 2023 Fundraising Report be approved.

Carried

9.5 Municipal Asset Management Planning Report

The Chief Executive Officer presented the Municipal Asset Management Planning Report and explained the impact of the provincial requirements for the Library. At the time of this report, the Main Branch facility is the only asset that the municipality plans to include in its plan. Non-core assets (e.g.: books, furniture, computers) and other facilities have not been included in the current scope of the work assigned to the consultant undertaking this project.

The Board asked for clarification regarding ownership of the branch libraries.

The Chief Executive Officer advised that she is seeking more information from the provincial government, and that conversations will be ongoing with the municipality.

Moved by Melissa McGlashan
Seconded by Kieran Scott

23:042 That the Municipal Asset Management Planning Report be approved. Carried

10. Policies

10.1 2023 Policy Review Report

The Chief Executive Officer provided a listing of the Library's policies and a report detailing the anticipated review schedule.

The Board recommended a minor correction to the schedule.

Moved by Kathryn Jung
Seconded Alyssa Payne

23:043 That the 2023 Policy Review Report be approved. Carried

10.2 LS 7-7.1 Unattended Children Policy

The Chief Executive Officer explained that legislation has changed and the policy has been amended to remove redundancies and references to repealed legislation.

The Board briefly discussed policy contents.

Moved by Tim Wright
Seconded by Kathryn Jung

23:044 That the LS 7-7.1 Unattended Children Policy be approved. Carried

11. General Business Information / Questions

Kathryn Jung advised the Board that the FOPL AGM is on April 21 and that she is planning to attend and report back to the Board at the May meeting.

12. Member Announcements

None.

13. Dates to Remember

- Monday, April 17, 2023, 7:00 pm Library Board Regular Meeting (hybrid)
- Saturday, April 22, 2023, 9:00 am – 3:00 pm – Library Board Training, Meridian Community Centre (100 Meridian Way, Pelham, ON, L0S 1E6)

14. Adjournment

The regular meeting was adjourned at 8:44 pm on a motion by Melissa McGlashan.

Closed Meeting

The Chair called the meeting to order at 8:53 pm.

The closed meeting was adjourned at 9:28 pm on a motion by Alyssa Payne


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Chairperson


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Secretary

