

Welland Public Library Board

Minutes of the fifth regular meeting held at 7:00 pm on Monday, April 17, 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, Kieran Scott, Tim Wright

Regrets: Kathryn Jung

Staff: Julianne Brunet (*Chief Executive Officer*), Laura Birkett (*Business Services Manager 7:00 -8:44*), Daniella Liebrechts-Hamilton (*Manager of Programming and Outreach, 7:00 – 7:55*)

Minutes

1. Call to Order

The Chair called the 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 Melissa McGlashan
Seconded by Deanna Villella

23:045 That the agenda be approved as circulated with the removal of item 6.3.

Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

Due to the length of the agenda, the Chair suggested that the remainder of the Board introductions could be completed at the next meeting if desired.

6. Consent Agenda

6.1 Approval of the Open Library Board Minutes of March 20, 2023

6.2 Approval of Closed Library Board Minutes of March 20, 2023

6.3 Financial Report

6.3.1 March Financial Report

6.4 Chief Executive Officer's Report

6.4.1 CEO's March Monthly Report

6.4.2 2023 March Report on Library Activities

6.5 JHSC March Workplace Inspection Forms

6.6 Confidential Staffing Update

Moved by Melissa McGlashan
Seconded by Alyssa Payne

23:046 That the items in the Consent Agenda be approved as amended.

Carried

7. Business Arising

7.1 Financial Report

Board members discussed a new consolidated financial report that was included in the consent agenda for this meeting and expressed appreciation for the higher-level overview and explanations provided.

There was discussion of what financial information to include moving forward, and it was agreed that the new consolidated report as well as the regularly included reports will continue to be provided to the Board.

Moved by Kieran Scott
Seconded by Tim Wright

23:047 That the 7.1 Financial Report be approved.

Carried

8. Committee Reports

N/A

9. Staff Reports

9.1 March Break 2023 Report

The Manager of Programming and Outreach presented the March Break 2023 Report, providing highlights, program participation statistics, and analysis. It was reported that the number of programs offered for March Break 2023 increased from 2022, and that participation numbers saw a commensurate increase. Program and event attendance is trending towards recovery to pre-pandemic levels.

The Board discussed the report and commended staff's creativity and hard work in contributing to a successful March Break.

Moved by Alyssa Payne
Seconded by Tim Wright

23:048 That March Break 2023 Report be received.

Carried

9.2 Janitorial Services Tender Report

The Chief Executive Officer outlined the procurement process undertaken by the Library for janitorial services for the Main and Seaway Mall branches. Library staff worked with the City of Welland's procurement department to create and post the tender, which received a strong response resulting in multiple bids. The Board inquired about the evaluation criteria and contract management once awarded. It is recommended that the janitorial services contract be awarded to ANK Maintenance Services, effective August 1, 2023.

Moved by Kieran Scott
Seconded by Jamie Lee

23:049 That the Janitorial Services Tender Report be approved. Carried

9.3 Advocacy Options Report

The Chief Executive Officer summarized the advocacy options discussed by the Board at the March meeting to ensure that they were reflective of the Board's intent. The Chief Executive Officer affirmed that the Board will be kept apprised of opportunities to connect with City Council.

Moved by Kieran Scott
Seconded by Jamie Lee

23:050 That the Advocacy Options Report be received. Carried

9.4 Shared Services Report

The Chief Executive Officer presented background information on discussions to expand shared services within the Niagara Region. The Board discussed potential impacts for the Welland Public Library and the importance of local representation for community-based public libraries.

Moved by Andrew McChesney
Seconded by Jamie Lee

23:051 That the Shared Services Report be received. Carried

9.5 Annual Library Board Assessment Report

Board Vice-Chair Melissa McGlashan explained that the OLS recommends that public library board's conduct a self-assessment. The outgoing Library Board developed a policy and self-assessment tool in 2022. The Board recommended that the self-assessment be brought forward each spring, but given that this Board term has just started, she recommended that the process be delayed until September to allow time for more meaningful feedback.

Moved by Alyssa Payne
Seconded by Andrew McChesney

23:052 That the Annual Library Board Assessment Report be received and THAT the Board direct the Chair and Vice-Chair to facilitate the Library Board assessment in September. Carried

9.6 200th Anniversary Celebrations Report

The Business Services Manager presented the report and outlined the plans that staff are developing to celebrate the Welland Public Library's 200th year of operations in 2024. Discussion ensued.

Moved by Alyssa Payne
Seconded by Andrew McChesney

23:053 That the 200th Anniversary Celebrations Report be received. Carried

9.7 Minimum Wage Increase Report

The Chief Executive Officer explained that the provincial government has announced an increase to the student and adult minimum wage rates, effective October 1, 2023. The Library anticipated increases and budgeted accordingly.

Moved by Kieran Scott
Seconded by Deanna Villella

23:054 That the Minimum Wage Report be approved. Carried

10. Policies

10.1 AD 6-6.9 COVID-19 Vaccine Status Policy

The Board discussed the recommendation to repeal the policy. The Chief Executive Officer affirmed that PPE will continue to be available.

Moved by Kieran Scott
Seconded Jamie Lee

23:055 That the AD 6-6.9 Vaccine Status Policy be repealed. Carried

10.2 BD 1-1.1 Records Retention Schedule

The Business Services Manager presented minor policy changes to reflect changes to the way in which organizational documents are organized and stored.

The Board recommended that the schedule be amended so that contracts (simple and under seal) are kept for seven years after the date of termination.

Moved by Jamie Lee
Seconded by Kieran Scott

23:056 That the BD 1-1.1 Records Retention Policy and Schedule be approved as amended. Carried

11. General Business Information / Questions

None.

12. Member Announcements

Two Board members expressed their regrets for the May meeting.
Deanna Villella will be attending the first OLS meeting on Thursday, April 20.

13. Dates to Remember

- Saturday, April 22, 2023, 9:00 am – 3:00 pm – Library Board Training, Meridian Community Centre (100 Meridian Way, Pelham, ON, L0S 1E6)
- Saturday April 22 & Sunday, April 23, 2023 – Library Book Sale, Main Branch
- Monday, May 15, 2023, 7:00 pm Library Board Regular Meeting (hybrid)

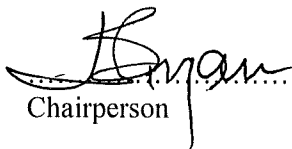
14. Adjournment

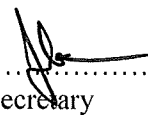
The regular meeting was adjourned at 8:45 pm on a motion by Melissa McGlashan.

Closed Meeting

The Chair called the meeting to order at 8:51 pm.

The closed meeting was adjourned at 9:51 pm on a motion by Kieran Scott


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Chairperson


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Secretary