

# WELLAND PUBLIC LIBRARY BOARD

## MINUTES

Minutes of the ninth regular meeting held on Monday, October 18, 2021 via Zoom.

**PRESENT:** Melanie Gross Kerho, Melissa McGlashan, Lindsay Bryan, Alan O'Neill, Fred Sullivan,  
Lee Gordyn, Tina van Tuyl, Carolyn Fast (7:28 – 7:38 pm)

**REGRETS:** None.

**STAFF:** Julianne Brunet (*Chief Executive Officer*), Daniella Liebrechts-Hamilton (*Manager of  
Programming & Outreach 7:02 – 7:35*)

1. The Chair called the meeting to order at 7:02 pm

2. Land Acknowledgement

The Land Acknowledgement statement was read into the minutes.

3. Approval of the Agenda

Moved by Fred Sullivan  
Seconded by Tina van Tuyl

21:128      **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 and Staff for their efforts during the pandemic. The Chair and CEO provided an update presentation to Welland City Council on Tuesday, October 5, 2021. The presentation was well-received and no inquiries were received from Council.

6. Consent Agenda

- 6.1. Approval of Library Board Minutes of September 27, 2021
- 6.2. Approval of the Closed Library Board Minutes of September 27, 2021
- 6.3. Financial Report
  - 5.2.1 September Financial Report
- 6.4. Chief Executive Officer's Report
  - 6.4.1. CEO's September Monthly Report
- 6.5. September Workplace Inspections
- 6.6. Confidential Staffing Update
- 6.7. Land Acknowledgement Statement Update
- 6.8. 2022 Budget Presentation to City Council

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Moved by Lindsay Bryan  
Seconded by Lee Gordyn

21:129      **That the items in the Consent Agenda be as circulated**      Carried

7. Business Arising

None.

8. Committee Reports

8.1 Event Planning Committee Minutes

The Chief Executive Officer encouraged the Board to purchase tickets for the upcoming virtual trivia night fundraiser on November 6, 2021. The Board also discussed plans for the new donor wall. A proposal is expected in November with a maximum cost of \$2,000 for supplies.

Moved by Melissa McGlashan  
Seconded by Lindsay Bryan

21:130      **That the Event Planning Committee Minutes be approved**      Carried

9. Staff Reports

9.1 2021 Summer Activities Report

The Manager of Programming & Outreach provided an overview of summer activities at the Library which include the TD Summer Reading Program and activities for children and youth.

Moved by Melissa McGlashan  
Seconded by Lee Gordyn

21:131      **That the 2021 Summer Activities Report be received**      Carried

9.2 Proposed 2022 Board Meeting Dates

In 2022, the Chief Executive Officer proposes hybrid Board meetings on the third Monday of each month at 7:00 pm (except July, August, and December), beginning in January 2022. Some meeting dates have been adjusted to avoid holidays and other busy times such as March Break.

Moved by Lindsay Bryan  
Seconded by Tina van Tuyl

21:132      **That the Proposed 2022 Board Meeting Dates be approved**      Carried

9.3 2022 Sunday Hours Report

The Chief Executive Officer provided updated information on the Library's circulation statistics and visitor counts as compared to 2019. It is recommended that the Library focus on safely reintroducing in-person programming and room rentals in early 2022 and reevaluate Sunday offerings for Fall 2022 later in the year.

Moved by Lindsay Bryan

Seconded by Lee Gordyn

21:133 **That the 2022 Sunday hours report be approved** Carried

9.4 Laptop & Hotspot Lending Expansion Program Report

The Chief Executive Officer announced that the Library had received funding to expand its existing hotspot lending program. Additionally, funding has been received to introduce a circulating technology lending initiative to help bridge the digital divide in the community. The CEO recommends purchasing laptops through its technology purchasing consortium and hotspots (and connectivity) through the Library's existing provider. All startup costs (and connectivity up to July 2022) will be covered by the grant.

Moved by Melissa McGlashan

Seconded by Fred Sullivan

21:134 **That the Laptop & Hotspot Lending Expansion Program Report be approved** Carried

9.5 2021 Staff Appreciation Event

The Library Board reviewed current and anticipated administrative expenditures and discussed the feasibility of holding the annual Staff Appreciation Event during the pandemic.

Moved by Fred Sullivan

Seconded by Melissa McGlashan

21:135 **That the staff be given a \$25 gift card and holiday card for Christmas in 2021.** Carried

10. Policies

Fines & Fees Policy (AD 1-1.1)

This policy was updated to reflect the Library's fine free status, effective January 1, 2022. It was requested that in the first heading, 2021 be changed to 2022.

Moved by Lindsay Bryan

Seconded by Tina van Tuyl

21:136 **That the Fines & Fees Policy (AD 1-1.1) be approved as amended** Carried

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Performance Review Policy (AD 2-2.12)

This policy was updated to reflect updated timelines and probationary periods for employees as per the Library's collective agreement.

Moved by Lee Gordyn  
Seconded by Lindsay Bryan

21:137            **That the Performance Review Policy (AD 2-2.12) be approved**            Carried

Leave of Absence Policy (AD 2-2.15)

This policy was updated to reflect collective agreement language and to transfer approval authority to management staff.

Moved by Tina van Tuyl  
Seconded by Lindsay Bryan

21:138            **That the Leave of Absence Policy (AD 2-2.15) be approved**            Carried

Dismissal of Employee Policy (AD 2-2.19)

This policy was reviewed, but no changes were recommended.

Moved by Melissa McGlashan  
Seconded by Lee Gordyn

21:139            **That the Dismissal of Employee Policy (AD 2-2.19) be approved**            Carried

Outside Employment Activity Policy (AD 2-2.21)

Minor grammatical changes were recommended, but were not considered necessary. The policy was amended to the original language of the policy.

Moved by Lindsay Bryan  
Seconded by Lee Gordyn

21:140            **That the Outside Employment Activity Policy (AD 2-2.19) be approved as amended**  
Carried

Dress Code Policy (AD 2-2.24)

Changes to employee badge requirements were recommended and discussed.

Moved by Fred Sullivan  
Seconded by Lee Gordyn

21:141            **That the Dress Code Policy (AD 2-2.24) be approved**            Carried

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Patron Records Policy (LS 1-1.1)

This policy was updated to reflect the Library's fine free status, effective January 1, 2022.

Moved by Lindsay Bryan  
Seconded by Tina van Tuyl

21:142          **That the Patron Records Policy (LS 1-1.1) approved**          Carried

Lending Policy (LS 1-1.2)

This policy was updated to reflect the Library's fine free status, effective January 1, 2022.

Moved by Lindsay Bryan  
Seconded by Tina van Tuyl

21:143          **That the Lending Policy (LS 1-1.2) be approved**          Carried

11. Member Announcements

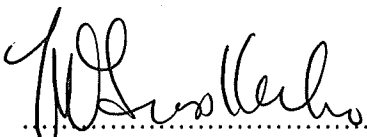
Melissa McGlashan will be attending an OLS Board Meeting on November 17, 2021 and provide a report to the Board in January 2022.

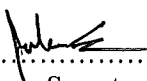
12. Dates to Remember

- Saturday, November 6, 2021, 7:00pm Virtual Trivia Night Fundraiser (Zoom)
- Monday, November 15, 2021, 7:00pm Library Board Regular Meeting (Zoom)

13. Adjournment

The regular meeting was adjourned at 8:41 pm on a motion by Fred Sullivan

  
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Chairperson

  
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Secretary