

Welland Public Library Board

Minutes of the sixth regular meeting held at 7:00 pm on Monday, May 15, 2023 at the Main Library and via Zoom.

Present: Chair Lindsay Bryan, Vice-Chair Melissa McGlashan, Councillor Jamie Lee, Andrew McChesney, Alyssa Payne, Kathryn Jung, Tim Wright

Regrets: Deanna Villella, Kieran Scott

Staff: Julianne Brunet (*Chief Executive Officer*), Laura Birkett (*Business Services Manager 7:01 – 8:17*), Conor Echlin (*Manager of Customer Experience, 7:01 – 9:13pm*)

Minutes

1. Call to Order

The Chair called the meeting to order at 7:01 pm.

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of the Agenda

Moved by Tim Wright
Seconded by Alyssa Payne

23:057 That the agenda be approved as circulated.

Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

The Chair acknowledged the length of the meeting's agenda and package and thanked Board members for their preparation. The Chair also extended thanks to those who attended the OnBoard training day in April. The Chair discussed notice of motion protocols.

6. Consent Agenda

6.1 Approval of the Open Library Board Minutes of April 17, 2023

6.2 Approval of Closed Library Board Minutes of April 17, 2023

6.3 Financial Report

6.3.1 April Financial Report

6.4 Chief Executive Officer's Report

6.4.1 CEO's April Monthly Report

6.4.2 2023 April Report on Library Activities

6.5 JHSC April Workplace Inspection Forms

6.6 Confidential Staffing Update

Moved by Andrew McChesney
Seconded by Tim Wright

23:058 That the items in the Consent Agenda be approved.

Carried

7. Business Arising

8. Staff Reports

8.1 Draft 2022 Financial Statements

Melanie Dugard, the principal auditor for the Library with Grant Thornton LLP, provided the Board with a high-level overview of the 2022 financial statements and audit process.

Moved by Alyssa Payne
Seconded by Andrew McChesney

23:059 That the Draft 2022 Financial Statements be approved.

Carried

8.2 Main Branch Office Furniture Report

The Chief Executive Officer provided the Board with information about the planned expenditures, financial breakdown, warranty, design, and installation of the proposed new office furniture. The CEO explained that the furniture configuration is custom designed to take into consideration the Library's risk assessment, ergonomic concerns, and individual staff needs. The new configuration also allows room for growth and more flexibility in the way that staff work. The Chief Executive Officer then outlined the procurement process undertaken by the Library for this project. The Board expressed support for the ergonomic design and customized workspaces, and discussed project financing, warranty, and maintenance.

Moved by Melissa McGlashan
Seconded by Andrew McChesney

23:060 That the Main Branch Furniture Report be approved.

Carried

8.3 Municipal Asset Management Plan Update Report

The Chief Executive Officer outlined the progress that has been made in determining the Library's obligations with respect to the Municipal Asset Management Plan legislation. It has been confirmed that the City's plan does include the Library's core and non-core capital assets. The City's consultant, confirmed that the work that has been done satisfies the requirements of the legislation and that the Library is compliant.

The Board directed the CEO to request a signed confirmation of compliance from the City.

Moved by Tim Wright
Seconded by Alyssa Payne

23:061 That the Municipal Asset Management Plan Report be received.

Carried

8.4 Library Board OnBoard Training Discussion

The Board discussed the Library OnBoard Training sessions and exchanged notes on their experiences. A number of comments and suggestions were provided to the Chief Executive Officer which will be passed on to the planning committee.

Moved by Alyssa Payne
Seconded by Melissa McGlashan

23:062 That the Library Board OnBoard Training Discussion be received.

Carried

9. Committee Reports

9.1 FOPL Report

Kathryn Jung reported on the meeting that took place in April and explained that it was focused on FOPL's most recent budget submission which incorporated an unsuccessful request for increased funding. The request was focused on the creation of an Ontario Digital Public Library, working with First Nations library leaders, and increasing provincial funding to public libraries, which has not increased in 25 years. FOPL is now focusing on the 2024 budget submission and ensuring that existing funding remains in place.

Moved by Kathryn Jung
Seconded by Melissa McGlashan

23:063 That the FOPL Report be received.

Carried

10. Policies

10.1 LS 2-2.1 Collection Development Policy

The Manager of Customer Experience outlined the process undertaken over the past year to determine appropriate changes to the Library's Collection Development Policy. He explained that the main areas of substantive change are the local history section of the policy as well as the sections outlining the Library's commitment to diversity and inclusivity.

The Board discussed the revisions and expressed support for the changes.

Moved by Andrew McChesney
Seconded Councillor Jamie Lee

23:064 That the AD 2-2.1 Collection Development Policy be approved.

Carried

11. General Business Information / Questions

None.

12. Member Announcements

None.

13. Dates to Remember

- Tuesday June 6, 2023, 7:00 pm – Update Presentation to City Council
- Monday, June 19, 2023, 7:00 pm Library Board Regular Meeting (hybrid)

14. Adjournment

The regular meeting was adjourned at 8:17 pm on a motion by Melissa McGlashan.

Closed Meeting

The Chair called the meeting to order at 8:25 pm.

The closed meeting was adjourned at 9:32 pm on a motion by Melissa McGlashan.


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Chairperson


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Secretary