

Welland Public Library Board

Minutes of the second regular meeting held on Monday, January 30, 2023 at the Main Library and via Zoom.

Present: Melanie Gross Kerho, Melissa McGlashan, Lindsay Bryan, Alan O'Neill, Deanna Villella, Tina van Tuyl

Regrets: Carolyn Fast, Lee Gordyn

Staff: Julianne Brunet (*Chief Executive Officer*), Laura Birkett (*Business Services Manager 7:05 – 7:25*), Conor Echlin (*Manager of Customer Experience 7:05 – 7:25*), David Beaudoin (*Manager of Information Technology and Systems 7:05 – 7:25*)

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 Deanna Villella
Seconded by Tina van Tuyl

23:003 That the agenda be approved as circulated

Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

The Chair thanked the staff and management team for their hard work since the previous meeting. The Chair remarked that the library has recently received great publicity for a number of initiatives. The Chair acknowledged that this meeting concludes the term of the current Board and thanked all members for their contributions. The Chair expressed appreciation for the Board's time, energy, and devotion to the City's residents and Library patrons, and stated that it has been a privilege and pleasure to work with everyone on the Board.

6. Consent Agenda

6.1 Approval of Library Board Minutes of November 21, 2022

6.2 Approval of Closed Library Board Minutes of November 21, 2022

6.3 Approval of the Library Board Minutes of January 17, 2023

6.4 Approval of the Closed Library Board Minutes of January 17, 2023

6.5 Financial Report

6.5.1 November Financial Report

6.5.2 December Financial Report

- 6.6 Chief Executive Officer's Activity Report
 - 6.6.1 CEO's November Monthly Report
 - 6.6.2 CEO's December Monthly Report
 - 6.6.3 2022 November Report on Library Activities
 - 6.6.4 2022 December Report on Library Activities
- 6.7 JHSC November Workplace Inspection Reports
- 6.8 JHSC December Workplace Inspection Forms
- 6.9 Confidential Staffing Update
- 6.10. 2023 Budget Presentation to Council

Moved by Lindsay Bryan
Seconded by Tina van Tuyl

23:004 That the items in the Consent Agenda be approved as circulated. Carried

7. Business Arising

N/A

8. Committee Reports

9 Staff Reports

9.1 Credit Card Limit Increase Report

The Chief Executive Officer proposed an increase to the monthly limit and number of corporate cards. It was recommended that the monthly limit and number of cards be increased to reflect inflationary pressures, increased online purchasing and purchasing workflows within the organization.

Moved by Alan O'Neill
Seconded by Lindsay Bryan

23:005 That the Credit Card Limit Increase Report be approved. Carried

9.2 2023 Fundraising Cost-Benefit Analysis Report

The Chief Executive Officer reported that the 2022 library fundraising event was cancelled due to cost concerns related to food and facilities rentals. With that in mind, the library committee is recommending an alternative for 2023, which was presented to the Board for information.

Moved by Alan O'Neill
Seconded by Lindsay Bryan

23:006 That the 2023 Fundraising Cost-Benefit Analysis Report be received. Carried

9.3 2023 Technology Acquisitions Report

The Manager of Information Technology and Systems presented the report and explained the plan and budget for technology updates and acquisitions for 2023.

Moved by Lindsay Bryan
Seconded by Tina van Tuyl

23:007 That the 2023 Technology Acquisitions Report be approved. Carried

9.4 Electronic Statistics Collection Report

The Manager of Customer Experience explained that the Library now has access to automated external email statistics through Office 365, which suggest that manual recording of email reference transactions is being underreported by about 20%. Management will continue to train staff on manual reporting and use Office 365 statistics as a benchmark to improve reporting.

Moved by Melissa McGlashan
Seconded by Lindsay Bryan

23:008 That the Electronic Statistics Collection Report be received. Carried

10 Policies

10.1 AD 1-1.3 Travel & Corporate Expense

The Business Services Manager explained that the City of Welland is reviewing its policy, including a change to the mileage reimbursement rate, which prompted the Library to do the same. The main change is in increase in the per diem rate for dinner to bring it more in line with the CRA prescribed rate and reflect inflationary pressures.

Moved by Deanna Vilella
Seconded by Lindsay Bryan

23:009 That the AD 1-1.3 Travel and Corporate Expense Policy be approved. Carried

10.2 AD 2-2.9 Recruitment & Selection

The Business Services Manager explained that the Library has amended its policy to reflect the recent changes made to the City of Welland's recruitment and selection policy. The policy has also received a legal review to ensure that it is up to date and complies with current legal requirements.

Moved by Deanna Vilella
Seconded by Alan O'Neill

23:010 That the AD 2-2.9 Recruitment & Selection Policy be approved. Carried

11 General Business Information / Questions

None.

12 Member Announcements

None.

13 Dates to Remember

- OLA Superconference 2023 – February 1-5, 2023
- Monday, February 27, 2023, 7:00 pm Library Board Regular Meeting (hybrid)

14 Adjournment


The regular meeting was adjourned at 7:25 pm on a motion by Alan O'Neill.

Closed Meeting

The Chair called the meeting to order at 7:27

The closed meeting was adjourned at 8:10 pm on a motion by Alan O'Neill


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Chairperson


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Secretary