

Welland Public Library Board

Minutes of the Inaugural/Annual meeting (or third open meeting) held on Monday, February 27, 2023 at the Main Library and via Zoom.

Present: Alyssa Payne, Deanna Villella, Kathryn Jung, Kieran Scott, Lindsay Bryan, Melissa McGlashan, Tim Wright

Regrets: Andrew McChesney, Jamie Lee

Staff: Julianne Brunet (*Chief Executive Officer*), Laura Birkett (*Business Services Manager*)

Minutes

1. Call to Order

The Chief Executive Officer called the meeting to order at 7:00 pm.

2. Communications Regarding Appointments

3. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

4. Approval of Agenda

Moved by Melissa McGlashan
Seconded by Lindsay Bryan

23:010 That the agenda be approved as circulated Carried

5. Elections & Appointments

1. Election of Chairperson

Moved by Melissa McGlashan

23:011 That Lindsay Bryan be nominated for the position of Chair for 2023. Carried

There were no further nominations.

Moved by Kieran Scott
Seconded by Kathryn Jung

23:012 That nominations for the position of Chair for 2023 be closed. Carried

23:013 Moved that Lindsay Bryan be acclaimed Chair of the Welland Public Library Board for 2023. Carried

Lindsay Bryan accepted the position and took chair of the meeting.

2. Election of Vice-Chair

Moved by Deanna Villella

23:014 That Melissa McGlashan be nominated for the position of Vice-Chair for 2023. Carried

There were no further nominations.

Moved by Kieran Scott
Seconded by Kathryn Jung

23:015 That nominations for the position of Vice-Chair for 2023 be closed. Carried

23:016 Moved that Melissa McGlashan be acclaimed Vice-Chair of the Welland Public Library Board for 2023. Carried

3. Appointment of Secretary-Treasurer

Moved by Melissa McGlashan
Seconded by Kathryn Jung

23:017 That Julianne Brunet be nominated for the position of Secretary-Treasurer for 2023. Carried

There were no further nominations.

Moved by Melissa McGlashan
Seconded by Kathryn Jung

23:018 That nominations for the position of Secretary-Treasurer for 2023 be closed. Carried

Moved by Kieran Scott
Seconded by Kathryn Jung

23:019 That Julianne Brunet be appointed Secretary-Treasurer of the Welland Public Library Board for a 4-year term. Carried

4. Appointment of OLS Board Trustee Representative

Moved by Melissa McGlashan
Seconded by Kathryn Jung

23:020 That Deanna Villella be nominated as OLS Board Trustee Representative for a 4-year term. Carried

There were no further nominations.

Moved by Melissa McGlashan
Seconded by Kathryn Jung

23:021 That nominations for the OLS Board Trustee Representative be closed. Carried

Moved by Melissa McGlashan
Seconded by Kathryn Jung

23:022 That Deanna Villella be appointed as OLS Board Trustee Representative of the Welland Public Library Board for a 4-year term. Carried

5. Appointment of FOPL Representative

Moved by Melissa McGlashan
Seconded by Alyssa Payne

23:023 That Kathryn Jung be nominated as FOPL Representative for a 4-year term. Carried

There were no further nominations.

Moved by Kieran Scott
Seconded by Melissa McGlashan

23:024 That nominations for the FOPL Representative be closed. Carried

Moved by Kieran Scott
Seconded by Melissa McGlashan

23:025 That Kathryn Jung be acclaimed as FOPL Representative of the Welland Public Library Board for a 4-year term. Carried

6. Election of Event Planning Committee Representative

A call for nominations went out to Board members in attendance and there were none.

Moved by Melissa McGlashan
Seconded by Kathryn Jung

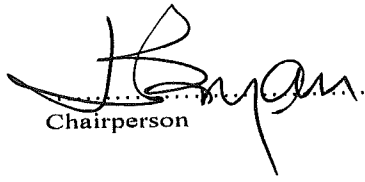
23:026 That nominations for the Event Planning Committee Representative be deferred to the March 2023 meeting. Carried

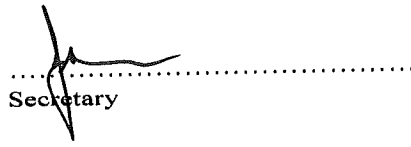
6. General Business Information/Questions

N/A

7. Adjournment

The Inaugural/Annual Meeting was adjourned at 7:30 pm on a motion by Melissa McGlashan.


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Chairperson


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Secretary

Welland Public Library Board

Minutes of the third regular meeting held on Monday, February 27, 2023 at the Main Library and via Zoom.

Present: Alyssa Payne, Deanna Villella, Kathryn Jung, Kieran Scott, Lindsay Bryan, Melissa McGlashan, Tim Wright

Regrets: Andrew McChesney, Councillor Jamie Lee

Staff: Julianne Brunet (*Chief Executive Officer*), Laura Birkett (*Business Services Manager 7:43-8:58*),

Minutes

1. Call to Order

The Chair called the meeting to order at 7:43 pm.

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of the Agenda

Moved by Kathryn Jung
Seconded by Alyssa Payne

23:027 That the agenda be approved as circulated

Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

None.

6. Consent Agenda

- 6.1. Approval of Library Board Minutes of January 30, 2023
- 6.2. Approval of Closed Library Board Minutes of January 30, 2023
- 6.3. Financial Report
 - 6.3.1. January Financial Report
- 6.4. Chief Executive Officer's Report
 - 6.4.1. CEO's January Monthly Report
 - 6.4.2. 2023 January Report on Library Activities
- 6.5. JHSC January Workplace Inspection Forms
- 6.6. Confidential Staffing Update
- 6.7. Annual Report 2022

Moved by Tim Wright
Seconded by Deanna Villella

23:028 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 2022 Annual Report & Statistics

The Chief Executive Officer presented the report and highlighted significant achievements of the Library in 2022, particularly a return to normal operations after pandemic restrictions were lifted. Key examples included becoming permanently fine-free, a focus on diversity, respect in the workplace training and professional development for staff, health and safety-based improvements, installation of accessible entry doors at the Main Branch, and increasing access to technology and digital collections.

Board members commended library staff on their achievements in 2022. It was noted that Management and staff have done an incredible job, and that the library is clearly important to the community. Board members observed that the Library is often full and active, with relevant program offerings, collections, and technology available to the community.

Moved by Alyssa Payne
Seconded by Tim Wright

23:029 That the 2022 Annual Report & Statistics be received.

Carried

9.2 2023 Reserve Fund Transfers

The Manager of Business Services reviewed the reserve funds transfers (approved during 2023 budget discussions) and their intended uses. It was noted that reserve fund balances do not yet include 2022 fiscal year surplus amounts.

Board members discussed the process for allocating 2022 reserve amounts.

Moved by Melissa McGlashan
Seconded by Kathryn Jung

23:030 That the 2023 Reserve Fund Transfers Report be approved.

Carried

9.3 2023 Action Plan Report

The Chief Executive Officer presented the library's 2023 Action Plan Report, and explained that staff are taking on an additional 13 initiatives for 2023, up from 20 in 2022. Highlights of

the action plan include an e-resources training platform for staff, development and implementation of an HR strategy, new visual shelf labels in the juvenile section, food security strategies, a mailout campaign to increase library membership, technical innovations, and celebrating the 10th anniversary of the Diamond Trail Branch.

The Board was informed that this report will be updated to include progress at the March 2023 meeting.

Moved by Alyssa Payne
Seconded by Tim Wright

23:031 That the 2023 Action Plan Report be received. Carried

9.4 Liability Insurance Report

The Chief Executive Officer presented the Liability Insurance Report which outlines our current approach to procuring liability insurance, as well as four options for sourcing liability insurance going forward. The CEO outlined some of the Library's unique insurance needs and how that impacts the number of insurers who bid on the Library's account. It is recommended that the Library undertake a broker review in 2023 to ensure optimal pricing and service.

Moved by Melissa McGlashan
Seconded by Alyssa Payne

23:032 That the Liability Insurance Report be approved. Carried

10. Policies

10.1 AD 1-1.4 Purchasing

The Business Services Manager outlined key changes to the policy, including increased limits on a number of items due to inflationary pressures. Responsibilities were also changed in a number of sections to reflect current staffing structure.

Moved by Kieran Scott
Seconded Kathryn Jung

23:033 That the AD 1-1.4 Purchasing Policy be approved. Carried

10.2 AD 2-2.26 Library Employees – Code of Conduct

The Chief Executive Officer explained that the Code of Conduct must be reviewed annually, and outlined some minor changes made for 2023.

Moved by Kathryn Jung
Seconded by Deanna Villella

23:034 That the AD 2-2.26 Library Employees – Code of Conduct be approved. Carried

10.3 BD Procedural Bylaws 1 & 2

The Chief Executive Officer outlined the changes to BD Procedural Bylaws 1 & 2 and explained that it is being brought forward due to the new Board term. Updates to the language and signing authority were made, and some purchasing language was removed to avoid duplication with the purchasing policy.

Moved by Kathryn Jung
Seconded by Alyssa Payne

23:035 That the BD Procedural Bylaws 1 & 2 be approved.

Carried

11. General Business Information / Questions

Board members discussed biography submissions and expectations with the Chair.

12. Member Announcements

None.

13. Dates to Remember

- Monday, March 20, 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

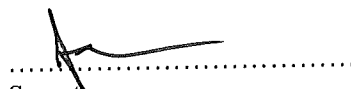
The regular meeting was adjourned at 8:58 pm on a motion by Tim Wright.

Closed Meeting

The Chair called the meeting to order at 8:59 pm.

The closed meeting was adjourned at 9:42 pm on a motion by Kathryn Jung.


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Chairperson


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Secretary