

Welland Public Library Board

Minutes of the seventh regular meeting held on Monday, September 19 at the Main Library and via Zoom.

PRESENT: Melanie Gross Kerho, Melissa McGlashan, Tina van Tuyl, Lindsay Bryan, Alan O'Neill, Deanna Villella, Lee Gordyn (7:00 – 8:41)

REGRETS: Carolyn Fast

STAFF: Julianne Brunet (*Chief Executive Officer*), Laura Birkett (*Business Services Manager* 7:00 – 8:47)

Minutes

1. Call to Order

The chair called the regular meeting to order at 7:00 pm.

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of the Agenda

Moved by Tina van Tuyl
Seconded by Lindsay Bryan

22:073 **That the agenda be approved as circulated**

Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

The Chair acknowledged the passing of Her Majesty Queen Elizabeth II. The Chair welcomed Laura Birkett (*Manager of Business Services*) and Deanna Villella (*New Library Board Member*) to the meeting. She remarked that there has been a lot going on in the library as evidenced by the agenda and Board package, and offered thanks to the staff and management team for continuing to provide the community with great events and services.

6. Consent Agenda

- 6.1. Approval of Library Board Minutes of June 20, 2022
- 6.2. Approval of Closed Library Board Minutes of June 20, 2022
- 6.3. Financial Report
 - 6.3.1 June Financials
 - 6.3.2 July Financials
 - 6.3.3 August Financials
- 6.4 Chief Executive Officer's Activity Report
 - 6.4.1 CEO's June Report
 - 6.4.2 2022 June Report on Library Activities
 - 6.4.3 CEO's July Report
 - 6.4.4 2022 July Report on Library Activities
 - 6.4.5 CEO's August Report
 - 6.4.6 2022 August Report on Library Activities
- 6.5 JHSC June Workplace Inspection Reports
- 6.6 JHSC July Workplace Inspection Reports
- 6.7 JHSC August Workplace Inspection Reports

- 6.8 Confidential Staffing Update
- 6.9 WPL Logo Trademark Documentation

Moved by Lee Gordyn
Seconded by Tina van Tuyl

22:074 **That the items in the Consent Agenda be approved as circulated.** Carried

7. Business Arising

N/A

8. Committee Reports

8.1 September Event Planning Report

The Chief Executive Officer presented the verbal September Event Planning Report and discussion ensued.

Moved by Melissa McGlashan
Seconded by Lindsay Bryan

22:075 **That the September Event Planning Report (verbal) be received and that Trivia Night be postponed to 2023** Carried

9. Staff Reports

9.1. Print & Time Management Software Report

The Chief Executive Officer indicated that the library has been investigating computer and print management software. Another software option has recently been brought to the library's attention and there has not yet been the opportunity to investigate it fully. The Chair amended the motion to reflect the need for additional time.

Moved by Linday Bryan
Seconded by Tina van Tuyl

22:076 **That the Print & Time Management Software Report be received and decisions deferred to the October Board meeting** Carried

9.2. Q3 Action Items Update Report

The Chief Executive Officer advised that 82% of the 2022 action items are completed and the library is on track to complete all goals and objectives set by the Board by year end. The Chief Executive Officer congratulated the staff on excellent work so far.

Moved by Melissa McGlashan
Seconded by Lee Gordyn

22:077 **That the Q3 Action Items update Report be approved.** Carried

9.3. 2023 Proposed Action Items Report

The Chief Executive Officer explained that the Management team has been augmented by one position, allowing for an increase in action items for 2023. The Chief Executive Officer indicated that the management team is looking forward to expanding services, finding efficiencies, and investigating different ways of reaching out to the community.

Moved by Lindsay Bryan
Seconded by Melissa McGlashan

22:078 **That the 2023 Proposed Action Items Report be approved.** Carried

9.4. 2023 Draft Budget Report

The Chief Executive Officer presented the 2023 Draft Budget Report to the Board in detail, including a background of the budgetary guidance regularly received from the City of Welland's Finance department. The Board congratulated the Chief Executive Officer and staff on a detailed and responsible 2023 budget. One minor typo was noted.

Moved by Alan O'Neill
Seconded by Tina van Tuyl

22:079 **That the 2023 Draft Budget Report be approved.** Carried

9.5. Exterior Directional Signage Report

The Chief Executive Officer presented the Exterior Directional Signage Report to the Board. Melanie suggested looking into the possibility of placing another sign on East Main St. beyond the roundabout. The Chief Executive Officer will follow up on this suggestion. The Board reviewed the report and no further comments or suggestions were made. It is recommended that the Library purchase 24 signs from Great Signs & Graphics at a cost of \$3341.18.

Moved Tina van Tuyl
Seconded Melissa McGlashan

22:080 **That the Exterior Directional Signage Report be approved** Carried

9.6. Proposed 2023 Holidays Report

The Board reviewed the Proposed 2023 Holidays Report. It was noted that Christmas Day and Boxing Day should be changed to a Monday and Tuesday, respectively. The Board did not have further comments or suggestions.

Moved by Lindsay Bryan
Seconded Lee Gordyn

22:081 **That the Proposed 2023 Holidays Report be approved.** Carried

9.7. Proposed 2023 Holiday Hours Report

The Chief Executive Officer made a verbal amendment to the report, explaining that the 24th and 31st are on Sundays, so there is no need to approve specialized hours for these dates.

Moved by Alan O'Neill
Seconded by Melissa McGlashan

22:082 **That the Proposed 2023 Holiday Hours Report be rescinded.** Carried

9.8. Proposed 2023 Board Meeting Dates

The Chief Executive Officer presented the Proposed 2023 Board Meeting dates, maintaining Mondays at 7pm with hybrid attendance offered.

Moved by Lindsay Bryan
Seconded by Alan O'Neill

22:083 **That the Proposed 2023 Board Meeting Dates be approved.** Carried

10. Discussion Items

10.1 Library Board Legacy Document Discussion

The Board received the Library Board Legacy Document Report and agreed to finalize the creation of a legacy document and letter to incoming City Councillors at the October meeting.

Moved by Alan O'Neill
Seconded by Tina van Tuyl

22:084 **That the Library Board Legacy Document (verbal) be received** Carried

11. Policies

AD 2-2.1 Electronic Monitoring Policy

The CEO advised that this policy is legislatively mandated for organizations with 25 or more employees. The Board reviewed the policy and no changes were recommended at this time.

Moved by Lindsay Bryan
Seconded by Lee Gordyn

22:085 **That the Electronic Monitoring Policy (AD 2-2.1) be approved** Carried

AD 3-3.8 Fire Protection

The Chief Executive Officer explained that the City has changed meeting locations, and the Library Policy has been amended to reflect the change. The Board reviewed these changes and approved the policy without further recommendations.

Moved by Tina van Tuyl
Seconded by Alan O'Neill

22:086 **That the Fire Protection Policy (AD 3-3.8) be approved** Carried

12. General Business Information / Questions

The Board discussed circulating the Board self-evaluation for completion by members by the end of this Board term.

Melissa provided an overview of OLS Board Assembly meeting held on September 14th 2022. Information about communicating with Councillors during an election year was shared. Online resources and suggestions for reaching out to Council were distributed. There was also a roundtable discussion of Board succession planning, vaccination policies, outreach and

advocacy, and the importance of an independent Library Board.

13. Member Announcements

N/A

14. Dates to Remember

- Monday, October 17, 2022, 7:00 pm Library Board Regular Meeting (hybrid)

15. Adjournment

The regular meeting was adjourned at 8:47 pm on a motion by Alan O'Neill.

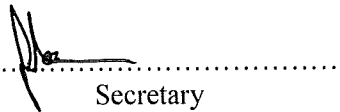
Closed Meeting

The Chair called the meeting to order at 8:55pm

The closed meeting was adjourned at 9:42pm.



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Chairperson



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Secretary