

WELLAND PUBLIC LIBRARY BOARD

MINUTES

Minutes of the third regular meeting held on Monday, March 22, 2021 via Zoom.

PRESENT: Melanie Gross Kerho, Melissa McGlashan, Tina Van Tuyl, Lindsay Bryan, Alan O'Neill, Carolyn Fast, Lee Gordyn

REGRETS: Carolyn Fast, Fred Sullivan

STAFF: Julianne Brunet (*Chief Executive Officer*),
Conor Echlin (*Manager of Customer Experience, 7:35 – 7:45 pm*)

1. Closed Meeting

The Chair called the meeting to order at 6:05

The closed meeting was adjourned at 7:27 pm on a motion by Alan O'Neill.

2. The Chair called the meeting to order at 7:35 pm.

3. Approval of the Agenda

Moved by Lee Gordyn
Seconded by Melissa McGlashan

21:054 **That the agenda be approved as amended with the addition of item 6.1 – Non-Union Compensation Review** Carried

4. Disclosures of Pecuniary Interest

There were no disclosures of pecuniary interest.

5. Chair's Remarks

The Chair expressed her appreciation to the Board and Staff for their continued efforts during the pandemic.

6. Consent Agenda

- 6.1. Approval of Library Board Minutes February 22, 2021
- 6.2. Approval of the Closed Library Board Minutes of February 22, 2021
- 6.3. Financial Report
 - 5.3.1 February Financial Report
- 6.4. Chief Executive Officer's Report
 - 6.4.1. CEO's February Monthly Report
 - 6.4.2. 2021 February Report on Library Activities
- 6.5. JHSC February Workplace Inspection Forms

March 22, 2021

- 6.6. Confidential Staffing Update
- 6.7. Correspondence – City of Welland

Moved by Lindsay Bryan
Seconded by Tina Van Tuyl

21:054 **That the items in the Consent Agenda be approved** Carried

7. Business Arising

7.1 Non-Union Compensation Review

Moved by Alan O'Neill
Seconded by Lee Gordyn

21:055 **That the CEO adjust non-union compensation and the Exempt Employees Handbook as directed.** Carried

8. Staff Reports

8.1 LiNC Update Report

The Manager of Customer Experience provided an update on how participation in LiNC has positively impacted physical materials circulation.

Moved by Lindsay Bryan
Seconded by Melissa McGlashan

21:056 **That the LiNC Update Report be received** Carried

8.2 Mural Mosaic Update Report

The Chief Executive Officer reported that the Mosaic Mural has been completed and should arrive this week. City Facilities will hang the mural the following week in anticipation of the unveiling event, which will be held virtually on Wednesday March 31, 2021 at 3:00 pm on the Library's Facebook page.

Moved by Lee Gordyn
Seconded by Tina van Tuyl

21:057 **That the Mural Mosaic Update Report be received** Carried

8.3 Covid-19 Update Report

The Chief Executive Officer provided an overview of the Library's service levels in the Province's "red" category of its reopening framework. The Library is prepared to return to grey or advance to orange as needed.

March 22, 2021

Moved by Lindsay Bryan
Seconded by Lee Gordyn

21:058 **That Covid-19 Update Report be received** Carried

8.4 Q1 Action Items Update Report

The Chief Executive Officer provided highlights of projects in progress, including 100th anniversary initiatives, expansion of electronic resources to including e-books for teens and learning platforms, accessibility training, and professional development opportunities for staff.

Moved by Carolyn Fast
Seconded by Melissa McGlashan

21:059 **That Q1 Action Items Update Report be received** Carried

8.5 Horticultural Bed Donation Report

The Library was among the successful applicants for the City's annual floral bed program. City staff have designed a display for the bed located at Broadway and Prince Charles in honour of the Library's 100th year of incorporation. While not required, applicants are encouraged to donate funds to subsidize the cost of plant materials. In discussions with City Staff, donations between \$250 and \$500 are customary. Given our non-profit status, it is recommended that a \$250 donation be considered.

Moved by Lindsay Bryan
Seconded by Lee Gordyn

21:060 **That the Horticultural Bed Donation Report be approved** Carried

8.6 Niagara Investment in Culture Grant Report

In concert with the City of Welland and Downtown BIA, the Welland Public Library has jointly applied for the Niagara Investment in Culture (NIC) grant in the hopes of securing funding to engage the community in painting 25 parking spots throughout the municipality this summer. In the event that grant approval is received, the Chief Executive Officer requests \$2,400 from the Library's reserves to fund the Library's portion of the costs.

Moved by Alan O'Neill
Seconded by Tina Van Tuyl

21:061 **That the Niagara Investment in Culture Grant Report be approved** Carried

9. Policies

Employee Technology Use Policy (AD 2-2.25)

This policy was updated to include language about appropriate usage of the Library's telephone system, permissible sharing of Library documents, and the inclusion of the Manager of Information Technology & Systems as the primary contact for inquiries.

March 22, 2021

Moved by Lee Gordyn
Seconded by Lindsay Bryan

21:062 **That the Technology Use Policy (AD 2-2.25) be approved** Carried

Signage Policy (AD 6-6.5)

This policy was updated to removal procedural information and reallocate responsibility for posted material to Library Management. In practice, staff will create/review and edit Library generated signage and Management will provide final approval prior to posting. Library Management will also direct the removal of signage deemed obsolete or unsuitable.

Moved by Alan O'Neill
Seconded by Lindsay Bryan

21:063 **That the Signage Policy (AD 6-6.5) be approved** Carried

Public Displays & Bulletin Boards Policy (AD 6-6.6)

This policy was revised to emphasize that posted material must comply with all applicable legislation and may be removed/refused if not in compliance with this policy.

Moved by Lee Gordyn
Seconded by Tina van Tuyl

21:064 **That the Public Displays & Bulletin Boards Policy (AD 6-6.6) be approved** Carried

Public Internet Policy (AD 5-5.1)

The policy was updated to remove redundant language and reduce the number of users to one per terminal.

Moved by Lindsay Bryan
Seconded by Melissa McGlashan

21:065 **That the Public Internet Policy (AD 5-5.1) be approved** Carried

Social Media Policy (LS 6-6.1)

This policy was updated to include guidelines for appropriate social media usage, timelines for responding to social media inquiries/comments, and expectations regarding consent/copyright.

Moved by Lee Gordyn
Seconded by Alan O'Neill

21:066 **That the Social Media Policy (LS 6-6.1) be approved** Carried

March 22, 2021

10. General Business Information/Question

Melissa McGlashan recently attended a SOLS webinar entitled Library Budgets and Municipal Relationships. There were a number of suggestions to improve the Board's relationship with Council including sharing updates with Council via delegations and/or letters and/or inviting Council to an Open House or orientation session at the beginning of term. Discussion ensued. The Chief Executive develop a report regarding additional advocacy options for the Board to consider.

The Chief Executive Officer addressed several inquiries regarding the exterior signage in the community as the signs (purchased in 2016) have reached the end of their lifespan. The Coordinator of Outreach Services has evaluated the condition of the signage and has recommended that 4-5 be replaced (using existing stock) and ancillary signage be removed. A report from staff is expected in May/June so that the Board can consider budgetary allocations towards replacement for 2022.

11. Member Announcements

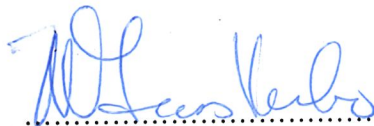
None.

12. Dates to Remember


- Monday, April 19, 2021, 7:00pm Library Board Regular Meeting (Zoom)

13. Adjournment

The regular meeting was adjourned at 8:34 pm on a motion by Lindsay Bryan.



Chairperson


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Secretary