

Welland Public Library Board

Minutes of the eleventh regular meeting held at 7:00pm on Monday, November 20, 2023 at the Main Library and via Zoom.

Present: Chair Lindsay Bryan, Vice-Chair Melissa McGlashan, Alyssa Payne, Andrew McChesney, Deanna Villella, Kathryn Jung, Kieran Scott, Tim Wright

Regrets: Councillor Jamie Lee

Staff: Julianne Brunet (*Chief Executive Officer 6:07 – 6:49 & 6:54 – 8:29*), Laura Birkett (*Business Services Manager 6:45 – 8:29*), David Beaudoin (*Manager of IT & Systems 7:46 – 8:05*), Conor Echlin (*Manager of Customer Experience 7:46 – 8:05*)

Minutes

Closed Meeting

The Chair called the meeting to order at 6:07 pm.

The closed meeting was adjourned at 7:35 pm on a motion by Alyssa Payne

1. Call to Order

The Chair called the meeting to order at 7:46 pm.

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of the Agenda

The Board amended the agenda to include item 7.1 Personnel, item 7.2 CEO Performance Review and item 7.3 City Services Agreement.

Moved by Melissa McGlashan
Seconded by Andrew McChesney

23:104 That the agenda be approved as amended.

Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

The Chair thanked the CEO Performance Evaluation committee for their work this month.

6. Consent Agenda

- 6.1 Approval of the Open Library Board Minutes of October 23, 2023
- 6.2 Approval of Closed Library Board Minutes of October 23, 2023
- 6.3 Financial Report
 - 6.3.1 October Financial Report
- 6.4 Chief Executive Officer's Report
 - 6.4.1 CEO's October Monthly Report
 - 6.4.2 2023 October Report on Library Activities
- 6.5 JHSC October Workplace Inspection Forms
- 6.6 Confidential Staffing Update

Moved by Kathryn Jung
Seconded by Deanna Villella

23:105 That the items in the Consent Agenda be approved as amended Carried

7. Business Arising

- 7.1 Personnel

Moved by Kathryn Jung
Seconded by Andrew McChesney

23:106 That the CEO proceed as discussed in closed session. Carried

- 7.2 CEO Performance Review

Moved by Melissa McGlashan
Seconded by Andrew McChesney

23:107 That the CEO Performance Appraisal be ratified and directs the Chair to proceed as discussed in closed session. Carried

- 7.3 City Services Agreement

Moved by Alyssa Payne
Seconded by Tim Wright

23:108 That the Library Board directs the CEO to proceed as discussed in closed session. Carried

8. Staff Reports

- 8.1 RFID Investigation Report

The Manager of IT & Systems and the Manager of Business Services provided the Board with an overview of RFID usage levels in Niagara libraries, the technologies available, and the options

for the Welland Public Library to implement RFID in its own collections. It was recommended that RFID not be implemented at this time, but that an annual review of opportunities and community need be conducted.

The Board thanked staff for a clear and comprehensive report.

Moved by Melissa McGlashan
Seconded by Alyssa Payne

23:109 That the RFID Investigation Report be received.

Carried

8.2 Service Hours Review Report

The Manager of Customer Experience presented the report which explored the most viable options for expanding service hours at the Welland Public Library. A common issue with all options explored was that they would put a significant strain on staffing. None of the options investigated are feasible or sustainable until the Library adds additional staff to its frontline complement.

The Board asked about the process for adding to the current staffing complement and it was explained that this would be a request as part of the annual budget process.

Moved by Kathryn Jung
Seconded by Andrew McChesney

23:110 That the Service Hours Review Report be received

Carried

8.3 Outreach Vehicle & Alternatives Report

The Chief Executive Officer explained that plans to purchase a retired sprinter van from the City to repurpose into an outreach vehicle is no longer viable. As a result, it is recommended that the funds allocated to the purchase and retrofitting of the vehicle be reallocated to useful investments identified by library staff, including reupholstering worn and damaged furniture, replacing end-of-life reception chairs, and purchasing a one-year subscription to HR software.

Moved by Kieran Scott
Seconded by Melissa McGlashan

23:111 That the Outreach Vehicle & Alternatives Report be approved.

Carried

8.4 Q4 Action Items Update Report

The Chief Executive Officer reported that all action items are either completed or nearly completed, and that staff have done a wonderful job of working through all objectives in 2023. It was reported that in the last quarter, staff launched the Little Free Pantry and a tablet lending

program. Other completed projects of note include the mailout project, Main Branch custom feature, and office furniture replacement.

The Board commented that staff have done an amazing job and asked the Chief Executive Officer to convey their appreciation to staff for an excellent year.

Moved by Alyssa Payne
Seconded by Kathryn Jung

23:112 That the Q4 Action Items Update Report be received. Carried

8.5 Policy Review Update Report

The Chief Executive Officer provided the Board with an up-to-date listing of the policies on file along with the dates of most recent review and upcoming policies due for review.

Moved by Andrew McChesney
Seconded by Tim Wright

23:113 That the Policy Review Update Report be received Carried

9. Policies

N/A

10. General Business Information/Questions

Deanna Villella reported that she attended an OLS meeting and has a slide deck outlining the meeting is available to interested Board members. A general overview of the topics of discussion was provided.

Alyssa Payne and Melissa McGlashan reported on their experience with the Professional and Institutional Ethics and Challenges Facing Public Libraries. They reported that the session was about library processes and neutrality in several areas and provided the Board with an overview of their impressions and key takeaways from the session.

Lindsay Bryan shared that the Library presented its budget to Council on November 13 and that it went well.

Melissa McGlashan thanked Lindsay Bryan for her service to the Library as Board Chair over the course of 2023 and for her commitment to all of the work that has been required.

11. Member Announcements

None.

12. Dates to Remember

WPL Winter Holiday Celebrations – December 4 – 8, 2023
Monday, January 15, 2024, 7:00 pm Library Board Regular Meeting (hybrid)

13. Adjournment

The regular meeting was adjourned at 8:29 on a motion by Kieran Scott.


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Chairperson


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Secretary