

WELLAND PUBLIC LIBRARY BOARD

MINUTES

Minutes of the sixth regular meeting held on Monday, June 21, 2021 via Zoom.

PRESENT: Melanie Gross Kerho, Melissa McGlashan, Tina Van Tuyl, Lindsay Bryan, Alan O'Neill, Lee Gordyn (6:31 – 7:55 pm)

REGRETS: Carolyn Fast

ABSENT: Fred Sullivan

STAFF: Julianne Brunet (*Chief Executive Officer*), Ahmad Al-Rawee (*MNP 6:03 – 6:15 pm*), Conor Echlin (*Manager of Customer Experience 6:30 – 7:33 pm*), David Beaudoin (*Manager of Information Technology & Systems 6:03 – 6:55 pm*) Daniella Liebrechts-Hamilton (*Manager of Programming & Outreach 6:03 – 7:20 pm*)

1. The Chair called the meeting to order at 6:03 pm
2. Approval of the Agenda

Moved by Melissa McGlashan
Seconded by Tina van Tuyl

21:090 **That the agenda be approved as circulated** Carried

3. Disclosures of Pecuniary Interest

There were no disclosures of pecuniary interest.

4. Chair's Remarks

The Chair expressed her appreciation to the Board and Staff for their continued efforts during the pandemic and commented on the variety of activities available to engage the community. The Chair mentioned that she enjoyed physically distanced visits with all Board Members earlier this month when delivering appreciation packages. On June 16, the CEO and the Chair had a productive meeting with the CAO for the City of Welland regarding the City/Library service agreement.

5. Consent Agenda

- 5.1. Approval of Library Board Minutes May 17, 2021
- 5.2. Approval of the Closed Library Board Minutes of May 17, 2021
- 5.3. Financial Report
 - 5.3.1 May Financial Report
- 5.4. Chief Executive Officer's Report
 - 5.4.1. CEO's May Monthly Report
 - 5.4.2. 2021 May Report on Library Activities
- 5.5. JHSC May Workplace Inspection Forms

June 21, 2021

Moved by Lindsay Bryan
Seconded by Melissa McGlashan

- 21:094 **Moved that the Fine Free Report be approved and overdue fines be eliminated for all user groups as of January 1, 2022 as a one year pilot project** Carried

8.2 Website Update Report

The Manager of Information Technology & Systems provided an overview of the accessibility and aesthetic issues with the Library's current website. A plan and timeline were presented. Sample pages of the new site were shared with the Board for visualization purposes. A fully-functional beta version will be shared with the Board in September before the site is launched for usability testing.

Moved by Melissa McGlashan
Seconded by Lee Gordyn

- 21:095 **That the Website Update Report be received** Carried

8.3 Technology Expenditures Update Report

The Manager of Information Technology & Systems presented an adjusted plan to expend the funds set aside for technology upgrades in 2021. These adjustments (which include replacing staff stations with laptops and docking stations, and eliminating on-site storage) result in a savings of \$21,357. It is recommended that technology purchases in the amount of \$43,910 (excluding HST) be approved and ordered through the CDW (Kinetic) purchasing consortium.

Moved by Lindsay Bryan
Seconded by Melissa McGlashan

- 21:096 **That the Technology Expenditures Update Report be approved** Carried

8.4 Furniture Update Report

The Manager of Programming & Outreach outlined a proposal to revitalize the children's and teen areas at the Main Branch. Existing furniture in the Children's will be repurposed. The space will feature indoor/outdoor woodland furniture, accentuated with sensory items and themed décor. Two vinyl sectionals (with matching ottomans) have been proposed for the teen area. Pricing was sourced from three industry vendors and an RFQ was prepared by City Staff for the Board's review. A plan to replace two lounge chairs at the Diamond Trail Branch was also presented.

It is recommended that the Library source all furniture from Schoolhouse Product through the OEMC consortium (at a cost of \$16,251.20, excluding HST) in accordance with the provisions outlined in the Library's purchasing policy.

Moved by Lee Gordyn
Seconded by Tina van Tuyl

8.9 Truth and Reconciliation Day Report

The Federal Government has announced a new Truth and Reconciliation Day that will be commemorated annually on September 30. This day will be considered a statutory holiday for Federal employees. As there is no provincial mandate to close, it is recommended that the Library remain open for the purposes of circulating materials and delivering relevant public programming. Staff wishing to attend a service or ceremony will be permitted to take the day off using their existing leave entitlements in accordance with operational requirements.

Moved by Tina van Tuyl
Seconded by Lindsay Bryan

21:102 **That the Truth and Reconciliation Day Report be approved** Carried

9. Policies

Collection Development Policy (LS 1-1.4)

This policy has been updated to clarify selection responsibilities, technology collection, as well as procedures related to donated materials. The Canadian Federation of Library Association's Statement on Intellectual Freedom has been updated to reflect the most current version available.

Moved by Lindsay Bryan
Seconded by Lee Gordyn

21:103 **That the Collection Development Policy (LS 1-1.4) be approved** Carried

Information Services Policy (LS 3-3.1)

This policy was updated to reflect current customer experience practices and standards in the workplace. The policy has been reorganized and redundancies have been removed.

Moved by Tina van Tuyl
Seconded by Alan O'Neill

21:104 **That the Information Services Policy (LS 3-3.1) be approved** Carried

10. General Business Information/Question

The Chief Executive Officer encouraged the Board to tune into the Regional Council Meeting on Thursday, June 24 to watch the announcement of the winners of the Regional Niagara Impact Awards. The Welland Public Library has been nominated in the Community Organization category.

11. Member Announcements

N/A

12. Dates to Remember

June 21, 2021

- Monday, September 20, 2021, 7:00pm Library Board Regular Meeting (Zoom)

13. Adjournment

The regular meeting was adjourned at 7:55 pm on a motion by Melissa McGlashan.

14. Closed Meeting

The Chair called the meeting to order at 8:01

The closed meeting was adjourned at 8:26 pm on a motion by Lindsay Bryan.


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Chairperson


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Secretary