

WELLAND PUBLIC LIBRARY BOARD

MINUTES

Minutes of the eighth regular meeting held on Monday, September 27, 2021 via Zoom.

PRESENT: Melanie Gross Kerho, Melissa McGlashan, Lindsay Bryan, Alan O'Neill, Fred Sullivan

REGRETS: Carolyn Fast, Lee Gordyn, Tina van Tuyl

STAFF: Julianne Brunet (*Chief Executive Officer*)

1. The Chair called the meeting to order at 7:03 pm

2. Approval of the Agenda

Moved by Melissa McGlashan
Seconded by Lindsay Bryan

21:112 **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 continued appreciation to the Board and Staff for their efforts during the pandemic.

5. Consent Agenda

- 5.1. Approval of Library Board Minutes of August 23, 2021
- 5.2. Financial Report
 - 5.2.1 August Financial Report
- 5.3. Chief Executive Officer's Report
 - 5.3.1. CEO's August Monthly Report
- 5.4. August Workplace Inspections
- 5.5. Confidential Staffing Update
- 5.6. Update Presentation to Council

Moved by Lindsay Bryan
Seconded by Melissa McGlashan

21:113 **That the items in the Consent Agenda be as circulated** Carried

6. Business Arising

N/A.

7. Committee Reports

7.1 Event Planning Committee Minutes

The Chief Executive Officer provided an overview of the Event Planning meeting held on September 8, 2021. The committee recommends offering Trivia Night tickets for \$10/person with the option to purchase a takeout meal provided by Matteo's for approximately \$15/person + HST. The new donor wall was discussed. The Coordinator of Outreach Services will continue to reach out to groups and individuals who have expressed an interest in donating their time.

Moved by Lindsay Bryan
Seconded by Fred Sullivan

21:114 **That the Event Planning Committee Minutes be approved** Carried

8. Staff Reports

8.1 Website Update Report

The Manager of Information Technology & Systems provided an overview of the Library's new website. New pages and the mobile version were highlighted.

Moved by Melissa McGlashan
Seconded by Lindsay Bryan

21:115 **That the Website Update Report be received** Carried

8.2 Reserve Funds Transfer Report

The Chief Executive Officer provided a recommendation to transfer surplus funds from 2020 to the capital and contingency reserves.

Moved by Lindsay Bryan
Seconded by Fred Sullivan

21:116 **That the Reserve Funds Transfer Report be approved** Carried

8.3 Q3 Update Report

The Chief Executive Officer reported that 17/20 action items for 2021 have been completed. Staff are on track to complete the remaining 3 items by year end.

Moved by Fred Sullivan
Seconded by Melissa McGlashan

21:117 **That the Q3 Update Report be received** Carried

8.4 Proposed 2022 Holidays Report

A listing of 2022 holiday closures was provided for the Board's review and consideration.

Moved by Fred Sullivan
Seconded by Lindsay Bryan

21:118 **That the Proposed 2022 Holidays Report be approved** Carried

8.5 Proposed 2022 Holiday Hours Report

Holiday hours for Christmas Eve and New Year's Eve for 2022 were presented. It is recommended that the Library open 9:00 am – 2:00 pm (Main & Seaway Mall Branches) and 9:00 am – 1:00 pm at Diamond Trail.

Moved by Melissa McGlashan
Seconded by Lindsay Bryan

21:119 **That the Proposed 2022 Holiday Hours Report be approved** Carried

8.6 Land Acknowledgement Report

The Chief Executive Officer presented a report recommending the Welland Public Library to adopt the City of Welland's land acknowledgement statement as an important step towards truth and reconciliation with Indigenous peoples. The statement will be proclaimed before Board meetings, programs/events, and presentations and will also appear on the Library's website.

Moved by Lindsay Bryan
Seconded by Fred Sullivan

21:120 **That the Land Acknowledgement Report be approved** Carried

8.7 Logo Selection Report

The Chief Executive Officer reported that the public consultation process was very-well received as 820 votes were cast for the 3 contenders. It is recommended that the Library adopt the logo (topographical map) that received the largest number of votes (397) and pursue trademarking of this image as a precaution.

Moved by Melissa McGlashan
Seconded by Lindsay Bryan

21:121 **That the Logo Selection Report be approved** Carried

8.8 Internet Services Contract Renewal

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The contract for Internet services (Main Branch and Diamond Trail Branch) expires in January 2022. The current service provider has agreed to maintain the Library's current rate for 5 years and double bandwidth to support growth. It is recommended that the Library extend its existing contract with NRBN until January 2027.

Moved by Fred Sullivan
Seconded by Lindsay Bryan

21:122 **That the Internet Services Contract Renewal Report be approved** Carried

8.9 Covid-19 Update Report

The Chief Executive Officer provided an update of current operations. The Board discussed the possibility of developing a proof of Covid-19 vaccination policy. It was recommended that the Library continue to liaise with the City of Welland and keep the Board apprised of any developments in this area.

Moved by Lindsay Bryan
Seconded by Melissa McGlashan

21:123 **That the Covid-19 Update Report be received** Carried

9. Policies

Electronic Payment Policy (AD 1-1.5)

This scope of this policy was updated to include electronic payment through the Library's website.

Moved by Fred Sullivan
Seconded by Lindsay Bryan

21:124 **That the Electronic Payment Policy (AD 1-1.5) be approved** Carried

Cash Control Policy (AD 1-1.6)

This policy was updated to reflect current practices and procedures.

Moved by Lindsay Bryan
Seconded by Melissa McGlashan

21:125 **That the Cash Control Policy (AD 1-1.6) be approved**
Carried

Meeting Rooms Policy (AD 6-6.1)

This policy was updated to include more concrete guidelines for staff and the public.

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Moved by Melissa McGlashan
Seconded by Lindsay Bryan

21:126 **That the Meeting Rooms Policy (AD 6-6.1) be approved**

Carried

Accessibility Policy (LS 7-7.4)

This policy was updated to reflect changes in legislation as well as in the City of Welland's Accessibility Policy.

Moved by Fred Sullivan
Seconded by Lindsay Bryan

21:127 **That the Accessibility Policy (LS 7-7.4) be approved**

Carried

10. Member Announcements


N/A

11. Dates to Remember

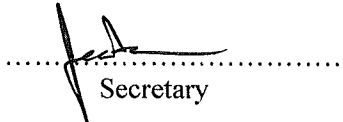
- Monday, October 18, 2021, 7:00pm Library Board Regular Meeting (Zoom)

12. Adjournment

The regular meeting was adjourned at 8:21 pm on a motion by Alan O'Neill



Chairperson



Secretary