

WELLAND PUBLIC LIBRARY BOARD

MINUTES

Minutes of the fourth regular meeting held on Monday, April 25, 2022 at the Main Library and via Zoom.

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

REGRETS: Carolyn Fast, Fred Sullivan

ABSENT: Lee Gordyn

STAFF: Julianne Brunet (*Chief Executive Officer*), Daniella Liebrechts-Hamilton 7:04 – 7:34 (*Manager of Programming & Outreach*)

1. Call to Order

The Chair called the regular meeting to order at 7:04 pm.

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of the Agenda

Moved by Melissa McGlashan
Seconded by Lindsay Bryan

22:036 That the agenda be approved as circulated Carried

4. Disclosures of Pecuniary Interest

Alan O'Neill declared a pecuniary interest with respect to the March Event Planning Committee Minutes as a result of his volunteer involvement with the Library's new donor wall.

5. Chair's Remarks

The Chair expressed her continued appreciation to the Board, Management Team, and Staff for their efforts, especially as pandemic restrictions are lifted and service levels return to normal.

6. Consent Agenda

- 6.1. Approval of Library Board Minutes of March 21, 2022, 2022
- 6.2. Approval of the Closed Library Board Minutes of March 21, 2022
- 6.3. Financial Report
 - 6.3.1 March Financial Report
- 6.4. Chief Executive Officer's Report
 - 6.4.1. CEO's March Monthly Report
 - 6.4.2. 2022 March Report on Library Activities

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Coordinators to use library spaces as polling/voting stations. The CEO requests permission to close the Diamond Trail branch on October 24, 2022 if approval is received from DSBN to use the branch as a municipal voting site. Impacted staff will be offered the opportunity to work their regularly scheduled hours at another WPL location. Requests to use the Community Hub room can and will be granted without closure of the facility.

Moved by Lindsay Bryan
Seconded by Tina van Tuyl

21:040 **That the Requests to use WPL Branches for Election Purposes report be received.** Carried

Moved by Tina van Tuyl
Seconded by Lindsay Bryan

21:041 **That that the Diamond Trail Branch be permitted to close on Monday, October 24, 2022 if the municipality elects to use the space as a polling site for the 2022 municipal election.** Carried

9.3 Main Branch Accessibility Modifications Report

The Chief Executive Officer provided the Board with an update on accessibility modifications planned for the Main Branch in 2022. Approval has been received from the municipality to retrofit 5 existing interior doors with accessibility push plates and also to replace the interior public entry/exit door with an automatic, motion-sensor sliding glass door. Expected funding (75%) has been approved via external sources, but the Library remains under a communications embargo until paperwork has been finalized. As the Library is making modifications to the City's facility, staff are seeking approval to use the municipality's purchasing policy for this project.

Moved by Alan O'Neill
Seconded by Lindsay Bryan

21:042 **That the Main Branch Accessibility Modifications Report be approved.** Carried

9.4 Main Branch Security Cameras Report

The Chief Executive Officer reported that a report will be going to City Council on May 3, 2022 to request that the project be awarded to the highest scoring proponent. The Library's contribution is estimated at approximately \$25,000, which is above the \$20,000 initially budgeted for this project. The Chief Executive Officer requests the release of \$25,000 to cover the Library's portion of the expenses. As the outreach vehicle project has been delayed to 2023, it is anticipated that the extra cost (approximately \$5,000) can be absorbed by the existing 2022 capital budget.

Moved by Alan O'Neill
Seconded by Lindsay Bryan

21:043 **That the Main Branch Security Cameras Report be amended to allow the release of \$25,000 + HST for the project.** Carried

9.5 Covid-19 Update Report

The Chief Executive Officer reported that Library's operations and service levels have generally returned to pre- pandemic levels, with the exception of Sunday service at the Main Branch. It is recommended that the Board to continue to review the Library's Covid-19 Vaccine Status Policy to ensure that it remains appropriate in the circumstances.

Moved by Tina van Tuyl
Seconded by Melissa McGlashan

21:044 That the Covid-19 Update Report be received. Carried

10. Discussion Items

10.1 Board Evaluation Policy, Assessment Tool & Legacy Document

The Board Chair and Vice-Chair shared progress on the development of the Board evaluation policy and assessment tool. Discussion ensued. If the policy is approved, Staff will convert the assessment tool to a fillable PDF document that can be sent out at or before the May Board meeting so that the results can be collated, anonymized, and shared at the June Board meeting in open session.

11. Policies

COVID-19 Vaccine Status Policy (AD 6-6.9)

The Board discussed the policy with respect to current circumstances. No changes were Recommended at this time.

Moved by Alan O'Neill
Seconded by Lindsay Bryan

21:045 That the AD 6-6.9 COVID-19 Vaccine Status policy be reviewed at the May Board meeting Carried

Board Recognition Policy (BD 2-2.1)

It is recommended that the policy be revised to increase the amount received at each level by \$5.00 (adjusted to inflation) and permissible purchases be broadened to allow for the purchase of a gift certificate to a local business, bookstore or dining establishment. Language to qualify that recognition gifts are offered was also added.

Moved by Lindsay Bryan
Seconded by Alan O'Neill

21:046 That the BD 2-2.1 Board Recognition Policy be approved as amended. Carried

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Library Board Assessment Policy (BD 3-3.2)

This new policy outlines the process by which the Board will assess their performance.

Moved by Lindsay Bryan

Seconded by Alan O'Neill

21:047 Moved that BD 3-3.2 Library Board Assessment Policy be approved.

Carried

12. General Business/Questions

N/A

13. Member Announcements

N/A

14. Dates to Remember

- Monday, May 16, 2022, 7:00pm Library Board Regular Meeting (Hybrid)

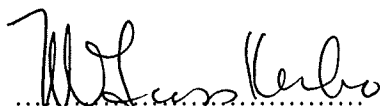
15. Adjournment

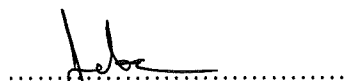
The regular meeting was adjourned at 8:26 pm on a motion by Melissa McGlashan.

Closed Meeting

The Chair called the meeting to order at 8:33 pm

The closed meeting was adjourned at 9:20 pm on a motion by Lindsay Bryan


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Chairperson


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Secretary