

### **Welland Public Library Board**

Minutes of the eighth regular meeting on Monday, September 16, 2024 at the Main Branch Library and via Zoom.

Present: Chair Lindsay Bryan, Vice-Chair Melissa McGlashan, Councillor Jamie Lee, Alyssa Payne, Kathryn Jung, Kieran Scott, Tim Wright

Regrets: Andrew McChesney, Deanna Villella

Staff: Julianne Brunet (Chief Executive Officer), Laura Birkett (Manager of Business Services), Heather Crole-McPeake (Coordinator of Branch Programming 5:59 – 6:54 pm)

Guests: Sara Luther (Owner, Forwardworking)

#### **Minutes**

1. Call to Order

The Chair called the regular meeting to order at 5:59 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 Kieran Scott

**24:065 That the agenda be approved as circulated.**

Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

The Chair welcomed the Board back after the summer and thanked those who were able to attend the special meeting in August.

6. Consent Agenda

6.1 Approval of the Open Library Board Minutes of August 12 2024

6.2 Approval of Closed Library Board Minutes of August 12, 2024

6.3 Financial Report

6.3.1 August 2024 Financials

6.4 Chief Executive Officer's Report

- 6.4.1 CEO's July Monthly Report
- 6.4.2 CEO's August Monthly Report
- 6.4.3 July Activity Report
- 6.4.4 August Activity Report
- 6.5 JHSC August Workplace Inspection Forms
- 6.6 Confidential Staffing Update

Moved by Kieran Scott  
Seconded by Kathryn Jung

**24:066 That the items in the Consent Agenda be approved as circulated.**

Carried

7. Business Arising

None.

8. Staff Reports

8.1 Employee Wellness & Culture Update Report

The Chief Executive Officer introduced the report and presenters. Sara Luther and Heather Crole-McPeake provided an overview of the planning of and activities from Staff Development Day 2024 and the work of the new Employee Engagement and Wellness Committee in 2024. It is recommended that the committee continue in 2025 and receive the same level of funding as in 2024.

Discussion of the report and the Committee's work ensued.

Moved by Alyssa Payne  
Seconded by Councillor Jamie Lee

**24:067 That the Employee Wellness & Culture Update Report be approved.**

Carried

8.2 Q3 Action Items Update Report

The Chief Executive Officer provided an overview of the report and highlighted items completed in Q3. It was noted that staff are on track to complete all of the 2024 objectives by year-end and that ten objectives were completed in the last quarter.

Moved by Tim Wright  
Seconded by Kathryn Jung

**24:068 That the Q3 Action Items Update report be received.**

Carried

8.3 2025 Proposed Action Items Report

The Chief Executive Officer outlined the 30 action items proposed for 2025 and explained that this will be the final set of objectives under the current strategic plan. An overview of the objectives was provided to the Board for consideration.

Moved by Kathryn Jung  
Seconded by Kieran Scott

**24:069 That the 2025 Proposed Action Items Report be approved.** Carried

8.4 Q3 Main Branch Reupholstery Project Report

The Manager of Business Services presented the report and outlined plans to reupholster the remaining chairs at the Main Branch in 2024 to match recently recovered chairs.

Moved by Alyssa Payne  
Seconded by Kieran Scott

**24:070 That the Main Branch Reupholstery Project Report be received.** Carried

8.5 Proposed 2025 Holiday Schedule

The Chief Executive Officer provided the Board with a report outlining the proposed statutory and observed holidays for the Library in 2025.

Moved by Melissa McGlashan  
Seconded by Kathryn Jung

**24:071 That the Proposed 2025 Holiday Schedule be approved.** Carried

8.6 Proposed 2025 Holiday Hours of Operation

The Chief Executive Officer explained that the Library has historically had reduced hours on Christmas Eve and New Year's Eve. The report recommends maintaining these hours in 2025.

Moved by Councillor Jamie Lee  
Seconded by Kieran Scott

**24:072 That the Proposed 2025 Holiday Hours of Operation Report be approved.** Carried

8.7 Proposed 2025 Library Board Meeting Dates

The Chief Executive Officer provided an overview of the report which recommends maintaining the Board's current schedule of nine meetings in 2025 at the same time and day of the month, with an additional meeting in August if needed to approve the budget.

It was noted that August 4 is a Civic Holiday and the Board agreed to amend the report to include a revised meeting date of August 11, 2025.

Moved by Melissa McGlashan

Seconded by Kathryn Jung

**24:073 That the 2025 Library Board Meeting Dates be amended to reflect the August Civic Holiday with a revised August meeting date of August 11, 2025.** Carried

Discussion of the meeting times ensued.

Moved by Kathryn Jung  
Seconded by Kieran Scott

**24:074 That the regular meeting time for Library Board Meetings in 2025 be moved to 6:00 pm.** Carried

Moved by Kathryn Jung  
Seconded by Jamie Lee

**24:075 That the 2025 Library Board Meeting Dates be approved as amended.** Carried

8.8 Reserve Fund Transfers & Status Report

The Chief Executive Officer made recommendations regarding transferring from the stabilization reserve to the operation reserve to offset pay equity expenditures and year-end liabilities.

Discussion ensued.

Moved by Melissa McGlashan  
Seconded by Tim Wright

**24:074 That the Reserve Fund Transfers & Status Report be approved.** Carried

9. Policies

9.1 AD 3-3.2 – Health & Safety Training

The Manager of Business Services explained that the policy had been amended to reflect the current practice of the Joint Health and Safety Committee with regard to auditing training records.

Moved by Alyssa Payne  
Seconded by Kathryn Jung

**24:075 That the Health & Safety Training Policy (AD 3-3.2) be approved.** Carried

10. Discussion Items

10.1 CEO Performance Review Process

Chair Lindsay Bryan thanked the committee for their work and indicated that the CEO Performance Evaluation form is ready to be distributed. October 15 has been selected as the deadline. Board members were thanked in advance for their participation.

10.2 November 2024 Meeting Date/Time

The Chief Executive Officer explained that the Library's budget presentation to City Council has been scheduled for the same date as the November Board meeting.

The Board was provided with the option to reschedule the November meeting on an alternate date or to forgo the November meeting as minimum meeting requirements (as per the Public Libraries Act) have already been met for 2024. The Board selected November 25 as an alternate date. The CEO will confirm once arrangements have been made.

11. General Business Information/Questions

The Chief Executive Officer informed the Board that the City of Welland has released its 2025 Budget Survey and encouraged members of the Board to respond.

The Chief Executive Officer provided the Board with information about the OLS virtual conference and the Welland Public Library's Human Library event, both scheduled in October.

The Chief Executive Officer informed the Board that a Service Level Agreement for 2025 will be signed with the City of Welland.

12. Member Announcements

None.

13. Dates to Remember

- Tuesday, September 17, 2024 – Update Presentation to City Council
- Monday, October 21, 2024 7:00 pm Library Board Meeting (hybrid)

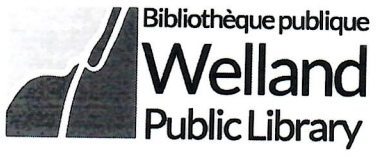
14. Adjournment

The regular meeting was adjourned at 7:45 on a motion by Kieran Scott.

Carried

Closed Meeting

The Chair called the meeting to order at 7:55 pm.

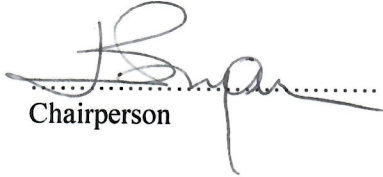


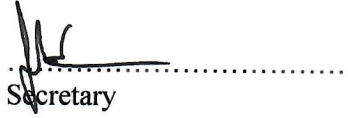
**Welland Public Library/Bibliothèque publique de Welland**  
50 The Boardwalk, Welland, ON L3B 6J1  
Tel. 905-734-6210 Fax 905-734-8955  
www.wellandlibrary.ca

---

The closed meeting was adjourned at 8:45 pm on a motion by Kieran Scott.

Carried

  
.....  
Chairperson

  
.....  
Secretary