

Welland Public Library Board

Minutes of the Inaugural/Annual meeting held on Monday, January 20, 2025 at the Main Library and via Zoom.

Present: Councillor Jamie Lee, Lindsay Bryan, Melissa McGlashan, Alyssa Payne, Andrew McChesney, Deanna Villella, Kathryn Jung, Kieran Scott, Tim Wright

Regrets: None.

Staff: Julianne Brunet (*Chief Executive Officer*), Laura Birkett (*Business Services Manager*), Aimee Cromwell (*Customer Experience Associate*)

Minutes

1. Call to Order

The Chief Executive Officer called the meeting to order at 6:04.

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of Agenda

Moved by Andrew McChesney
Seconded by Kieran Scott

25:001 That the agenda be approved as circulated

Carried

4. Disclosure of Pecuniary Interest
None.

5. Elections & Appointments

a. Election of Chairperson

Moved by Tim Wright
Seconded by Alyssa Payne

25:002 That Lindsay Bryan be nominated for the position of Chair for 2025.

Carried

There were no further nominations.

Moved by Tim Wright
Seconded by Melissa McGlashan

25:003 That nominations for the position of Chair for 2025 be closed.

Carried

Moved by Councillor Jamie Lee
Seconded by Kieran Scott

25:004 Moved that Lindsay Bryan be acclaimed Chair of the Welland Public Library Board for 2025.
Carried

Lindsay Bryan accepted the position, thanked the Board, and took chair of the meeting.

b. Election of Vice-Chair

Moved by Tim Wright
Seconded by Kathryn Jung

25:005 That Melissa McGlashan be nominated for the position of Vice-Chair for 2025. Carried

There were no further nominations.

Moved by Kathryn Jung
Seconded by Andrew McChesney

25:006 That nominations for the position of Vice-Chair for 2025 be closed. Carried

Moved by Andrew McChesney
Seconded by Alyssa Payne

25:007 Moved that Melissa McGlashan be acclaimed Vice-Chair of the Welland Public Library Board for 2025.
Carried

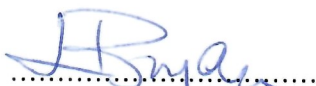
Vice-Chair Melissa McGlashan expressed her appreciation to the Board for their continued support.

5. General Business Information/Questions

N/A

7. Adjournment

The Inaugural/Annual Meeting was adjourned at 6:08 pm on a motion by Melissa McGlashan.


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Chairperson
.....
Secretary

Welland Public Library Board

Minutes of the first regular meeting held directly following the inaugural meeting on Monday, January 20, 2025 at the Main Library and via Zoom.

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

Regrets: None.

Staff: Julianne Brunet (*Chief Executive Officer*), Laura Birkett (*Business Services Manager*), Aimee Cromwell (*Customer Experience Associate 6:08-6:20*)

Minutes

1. Call to Order

The Chair called the meeting to order at 6:09 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 Kathryn Jung

25:008 That the agenda be approved as circulated

Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

None.

6. Consent Agenda

- 6.1 Approval of the Open Library Board Minutes of November 25, 2024
- 6.2 Approval of Closed Library Board Minutes of November 25, 2024
- 6.3 Financial Report
 - 6.3.1 November 2024 Financials
 - 6.3.2 December 2024 Financials
- 6.4 Chief Executive Officer's Report
 - 6.4.1 CEO's November Monthly Report

- 6.4.2 November Statistical Report
- 6.4.3 CEO's December Monthly Report
- 6.4.4 December Statistical Report
- 6.5 JHSC November Workplace Inspection Forms
- 6.6 JHSC December Workplace Inspection Forms
- 6.7 Confidential Staffing Update
- 6.8 Correspondence from the CFLA
- 6.9 Transfer Payment Ontario Notification
- 6.10 Downtown Revitalization Correspondence

Moved by Andrew McChesney
Seconded by Alyssa Payne

25:009 That the items in the Consent Agenda be approved as amended

Carried

7. Business Arising

None.

8. Staff Reports

8.1 EEWC Update Report

The Manager of Business Services and Customer Experience Associate presented the report and provided an overview of the Welland Public Library Employee Engagement and Wellness Committee's activities in 2024 and plans for 2025. Highlights included a Staff Appreciation event, leadership of the library's Adopt-a-Family Initiative, feedback on an Employee Engagement Survey, and completion of a draft of the WPL Shared Values & Culture document. Plans for a 2025 Staff Development Day were summarized.

Moved by Kieran Scott
Seconded by Kathryn Jung

25:010 That the EEWC Update Report be received.

Carried

8.2 2025 Reserve Fund Transfer Report

The Chief Executive Officer presented the report and outlined the requested reserve and bequest transfers for 2025.

The Board discussed reserve levels and expected levels after the 2024 audit.

Moved by Melissa McGlashan
Seconded by Kieran Scott

25:011 That the 2025 Reserve Fund Transfer Report and attached requests to utilize bequest funding be approved.

Carried

8.3 Security Services Update Report

The Chief Executive Officer presented the report and explained the process undertaken to include library security services in the City of Welland's new Security contract. Board approval is to ensure consistent security services across the facility.

The Board ensured that the Library's budget would be sufficient for the contract's requirements and expressed support for prioritizing alignment with the municipality.

Moved by Andrew McChesney
Seconded by Kieran Scott

25:012 That the Security Services Update Report be approved.

Carried

8.4 Reserve Fund Investment Update Report

The Chief Executive Officer provided an update on the current situation with regards to investment options for the Library's reserve funds. It was recommended that funds should remain in their current accounts for 2025.

Moved by Kathryn Jung
Seconded by Councillor Jamie Lee

25:013 That the Reserve Fund Investment Update Report be received.

Carried

8.5 Policy and Procedure Report

The Chief Executive Officer explained that reviewing policies and recategorizing them as either operational or governance is a priority for 2025. Two streams of policies were presented in consultation with the Ontario Library Service (OLS). The Board was presented with the ideal categorization of policies as recommended by Senior Staff and OLS. The CEO provided a detailed breakdown of the policies affected and discussed the rationale.

Discussion regarding the process for approval of operational policies and the categorization of governance vs operational policies ensued.

Moved by Alyssa Payne
Seconded by Kathryn Jung

25:014 That the Policy and Procedure Report be approved.

Carried

Moved by Kieran Scott
Seconded by Alyssa Payne

25:015 That the Board directs staff to bring a report about OLS accreditation and the resources that would be required to obtain accreditation Carried

8.6 2024 Q4 KPI Update Report

The Chief Executive Officer presented the report and highlighted the year over year comparison statistics, which demonstrated an increase in every metric as compared to 2023, including physical and electronic circulation, and in-person visits. Recovery in statistics since pre-pandemic levels is almost complete and growth has been strong in all areas. The Chief Executive Officer explained that the Library has exceeded all expectations and a more fulsome report is expected in February.

The Chief Executive Officer thanked staff and the Board for their sustained efforts in 2024 and commended the Board for always supporting opportunities for growth. Discussion ensued.

Moved by Kathryn Jung
Seconded by Councillor Jamie Lee

25:016 That the 2024 Key Performance Indicators Report be received. Carried

9. Policies

9.1 GOV-XX Delegation of Authority

The Chief Executive Officer explained that OLS identified Delegation of Authority as a gap in the Library's policies and that one has been developed as a result of this review to clarify the relationship and division of responsibilities between the Board and the CEO.

Moved by Kathryn Jung
Seconded by Councillor Jamie Lee

25:017 That the Delegation of Authority Policy be approved. Carried

9.2 FIN-XX Payment Options Policy

The Chief Executive Officer explained that this policy schedule for review in 2025 and has been updated to include EFT payments which were added in 2024.

Moved by Alyssa Payne
Seconded by Andrew McChesney

25:018 That the Payment Options Policy be approved and Policy AD 1-1.5 Electronic Payment be rescinded. Carried

9.3 OP-XX Community Information

The Chief Executive Officer that this policy condenses three policies into one for clarity and ease of use, and removes procedural information.

Moved by Andrew McChesney
Seconded by Kathryn Jung

25:019 That the Community Information Policy be approved and Policies AD 6-6.4 Displaying and Distributing Information for the Public, AD 6-6.5 Signage and AD 6-6.6 Public Displays and Bulletin Boards be rescinded. Carried

10. Discussion Items

10.1 Downtown Revitalization Discussion

The Board reviewed communications from Councillor Setaram and discussed options for a response.

11. General Business Information/Questions

The Chief Executive Officer informed the board that the RFP for the Library's Strategic Planning process is live and closes February 14.

The Chief Executive Officer informed the Board that staff are working with municipality on procurement of a vehicle for the bookmobile project.

12. Member Announcements

Board Vice-Chair Melissa McGlashan reminded the Board that the Board Self-Assessment is planned for April and that she will be reaching out to those who volunteered to manage the process.

13. Dates to Remember

- Monday, February 24, 2025, 6:00 pm Library Board Regular Meeting (hybrid)

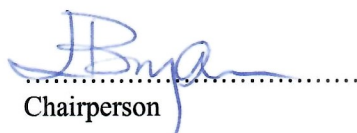
14. Adjournment

The regular meeting was adjourned at 7:41 on a motion by Councillor Jamie Lee.

Closed Meeting

The Chair called the meeting to order at 7:48.

The closed meeting was adjourned at 8:02 pm on a motion by Melissa McGlashan.


Chairperson
Secretary