

Welland Public Library Board

Minutes of the sixth regular meeting on Monday, June 17, 2024 at the Main Library and via Zoom.

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

Regrets: Alyssa Payne

Staff: Julianne Brunet (Chief Executive Officer), Conor Echlin (Manager of Customer Experience 7:06pm - 8:00pm), Laura Birkett (Manager of Business Services)

Minutes

Closed Meeting

The Chair called the meeting to order at 6:02 pm.

The closed meeting was adjourned at 7:06 pm on a motion by Kieran Scott Carried

1. Call to Order

The Chair called the regular meeting to order at 7:14 pm.

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of the Agenda

Moved by Deanna Villella
Seconded by Melissa McGlashan

24:051 That the agenda be approved as amended to include 7.1 Personnel and 7.2 Leave of Absence(s) Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

The Chair recognized staff for a successful Staff Development Day on June 4, 2024.

6. Consent Agenda

- 6.1 Approval of the Open Library Board Minutes of May 15, 2024
- 6.2 Approval of Closed Library Board Minutes of May 15, 2024
- 6.3 Financial Report
 - 6.3.1 Q2 Interim Financial Report
 - 6.3.2 May 2024 Financials
- 6.4 Chief Executive Officer's Report
 - 6.4.1 CEO's May Monthly Report
 - 6.4.2 2024 May Report on Library Activities
- 6.5 JHSC May Workplace Inspection Forms
- 6.6 Confidential Staffing Update
- 6.7 CFLA-FCAB Correspondence: Re: Steps to Reconcili-Action
- 6.8 Summer Program Guides

Moved by Melissa McGlashan
Seconded by Kieran Scott

24:052 That the items in the Consent Agenda be approved as circulated. Carried

7. Business Arising

7.1 Personnel

Moved by Melissa McGlashan
Seconded by Kieran Scott

24:053 THAT the Welland Public Library Board confirms and ratifies all actions taken in-camera. Carried

7.2 Leave of Absence(s)

Moved by Tim Wright
Seconded by Andrew McChesney

24:054 THAT the Welland Public Library Board confirms and ratifies all actions taken in-camera. Carried

8. Staff Reports

8.1 Q2 Action Plan Update Report

The Chief Executive Officer provided an update on the status of the Library's 2024 Action Items and highlighted several goals completed during the last quarter, including a Bookmobile Feasibility Study, OPAC terminal replacements, and attendance at four community events.

Moved by Tim Wright
Seconded by Kathryn Jung

24:055 That the Q2 Action Plan Update Report be received.

Carried

8.2 Electronic Resources Development Report

The Manager of Customer Experience reported that electronic resource usage has grown by 662% since 2019, and now accounts for 74% of the Library's total circulation. Potential budgetary allocations which reflect community borrowing trends and anticipated population growth were outlined. Discussion ensued.

Moved by Andrew McChesney
Seconded by Kathryn Jung

24:056 That the Electronic Resources Development Report be received.

Carried

8.3 2024 Reserve Fund Transfers Report

The Chief Executive Officer presented the report and explained that a surplus has been finalized after the completion of the 2023 audit. The allocation of surplus funds to the Capital reserve fund has been recommended.

Moved by Kieran Scott
Seconded by Kathryn Jung

24:057 That the 2024 Reserve Fund Transfers Report be approved.

Carried

8.4 Bookmobile Feasibility Assessment Report

The Chief Executive Officer delivered the report and explained the work that staff have done to determine the feasibility of purchasing and outfitting a bookmobile for the Welland Public Library. The intended use, local need, and community history of having a bookmobile was presented. Discussion ensued.

Moved by Melissa McGlashan
Seconded by Deanna Villella

24:058 That the Bookmobile Feasibility Assessment Report be received.

Carried

9. Policies

9.1 BD 4-4.1 CEO Performance Review Policy

Board Chair Lindsay Bryan explained that updates to the policy are intended to formalize practice and to ensure that the policy is consistent with actual processes. Gendered language was also updated.

Moved by Andrew McChesney
Seconded by Kathryn Jung

24:059 That the BD 4-4.1 CEO Performance Review Policy be approved.

Carried

9.2 AD 2-2.28 Continuing Education Policy

The Manager of Business Services explained that a modest increase to continuing education funding for staff is recommended based on inflation and the policies of comparator libraries that were evaluated. Due to budgetary implications, it was recommended that the changes take effect January 1, 2025.

Moved by Kathryn Jung
Seconded by Andrew McChesney

24:060 That the AD 2-2.28 Continuing Education Policy be approved as amended with a start date of January 1, 2025.

Carried

10. Discussion Items

The Chief Executive Officer advised the Board that the planned update presentation to Council for June 17, 2024 has been postponed. A number of July and August dates have been provided with one tentatively held for late August. The Board discussed the options and agreed that the update presentation to Council is a valuable exercise and that the CEO should proceed with a presentation in September, if scheduling allows.

11. General Business Information/Questions

The Board requested an update on Staff Development Day. The CEO provided a brief overview of how the day went and explained that a report would be coming to the Board in the Fall.

12. Member Announcements

None.

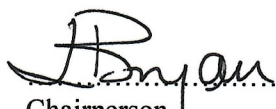
13. Dates to Remember

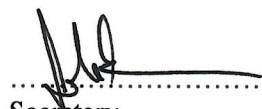
- Monday, September 16, 2024 7:00 pm Library Board Meeting (hybrid)

14. Adjournment

The regular meeting was adjourned at 8:31 on a motion by Kieran Scott

Carried


Chairperson


Secretary