

Welland Public Library Board

Minutes of the second regular meeting held directly following the closed meeting on Monday, February 24, 2025 at the Main Library and via Zoom.

Present: Chair Lindsay Bryan, Vice-Chair Melissa McGlashan, Councillor Jamie Lee, Alyssa Payne (6:04 - 7:00pm), Kathryn Jung (6:12pm – 8:30pm), Kieran Scott

Regrets: Andrew McChesney, Deanna Villella, Tim Wright

Staff: Julianne Brunet (*Chief Executive Officer*), Laura Birkett (*Business Services Manager 6:42-7:01 pm*), David Beaudoin (*Manager of Information Technology & Systems 6:57pm – 7:34pm*)

Minutes

Closed Meeting

The Chair called the meeting to order at 6:04 pm.

The closed meeting was adjourned at 6:39 pm on a motion by Kieran Scott.

1. Call to Order

The Chair called the meeting to order at 6:42 pm.

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of the Agenda

Moved by Kieran Scott
Seconded by Councillor Jamie Lee

25:020 That the agenda be approved as circulated

Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

The Chair commended staff on all of their hard work in 2024 and expressed the Board's appreciation for their continued efforts in January 2025.

6. Consent Agenda

6.1 Approval of the Open Library Board Minutes of January 20, 2025

- 6.2 Approval of Closed Library Board Minutes of January 20, 2025
- 6.3 2024 Year-End Estimates Report
 - 6.3.1 January 2025 Financials
- 6.4 Chief Executive Officer's Report
 - 6.4.1 CEO's January Monthly Report
 - 6.4.2 January Statistical Report
- 6.5 JHSC January Workplace Inspection Forms
- 6.6 Confidential Staffing Update
- 6.7 2025 Staff Development Day Update
- 6.8 Program & Event Software Report
- 6.9 Draft 2024 Annual Report Document
- 6.10 March 2025 Program Guides
- 6.11 Updated Administrative Policies
 - 6.11.1 OP – 03 Code of Conduct for Library Users
 - 6.11.2 OP – 04 Progressive Disciplinary Policy for Library Users
 - 6.11.3 HR – 02 Violence & Harassment Policy
 - 6.11.4 HR – 01 Code of Conduct for Library Employees
 - 6.11.5 OP – 11 Meeting Rooms Policy

Moved by Kieran Scott
Seconded by Alyssa Payne

25:021 That the items in the Consent Agenda be approved as circulated

Carried

7. Business Arising

- 7.1 Legal Matters – Advice

Moved by Kieran Scott
Seconded by Councillor Jamie Lee

25:022 That the Welland Public Library Board confirms and ratifies all actions taken in-camera

Carried

8. Staff Reports

- 8.1 2024 Annual Report

The Chief Executive Officer presented the report and commented that 2024 saw increases across all metrics as compared to 2023. Details by branch and service area were provided, along with analyses to assist the Board in their planning.

Discussion ensued and the board extended their unanimous thanks and congratulations to staff for a very successful year.

Moved by Melissa McGlashan
Seconded by Councillor Jamie Lee

25:023 That the 2024 Annual Report be received for information

Carried

8.2 OLS Accreditation Report

The Chief Executive Officer presented the report and outlined the requirements for obtaining OLS accreditation. It was recommended that the Library continue to use accreditation criteria as a tool to inform decisions and priorities.

Moved by Kieran Scott
Seconded by Melissa McGlashan

25:024 That the OLA Accreditation Report be approved.

Carried

8.3 Board Package Options Report

The Chief Executive Officer outlined options for the future presentation of the board package, which included legislative requirements, trends, and a review of Niagara comparator libraries. Discussion ensued. It is recommended that discussion continue as part of the strategic planning process this spring, when more board members can participate.

Moved by Kieran Scott
Seconded by Councillor Jamie Lee

25:025 That the Board Package Options Report be approved.

Carried

8.4 Vehicle Procurement Report

The Chief Executive Officer recommended the deferral of this report to the next meeting to provide staff with the opportunity to explore an upgraded chassis that may be more appropriate for the proposed application.

Moved by Kathryn Jung
Seconded by Melissa McGlashan

25:026 That the Vehicle Procurement Report be deferred

Carried

8.5 Printer/Copier Lease Report

The Manager of Information Technology & Systems presented the Board with options for contracting with a provider for printing and copying. It is recommended that the 5-year contract for printing/copier services be awarded to Ricoh Canada, using the cooperative procurement provision in the library's purchasing policy.

Moved by Councillor Jamie Lee
Seconded by Kathryn Jung

25:027 That the Printer/Copier Lease Report be approved. Carried

9. Policies

9.1 FIN – 01 Fines & Fees

The Chief Executive Officer outlined proposed changes, which include adjusting the blocks of time and associated fees for meeting room rentals.

Moved by Kieran Scott
Seconded by Kathryn Jung

25:028 That the FIN-01 Fines & Fees Policy be approved. Carried

9.2 AD 2-2.24 Dress Code Policy

The Chief Executive Officer explained that the language in this policy has been incorporated into HR-01 Code of Conduct for Library Employees policy and is no longer required as a stand-alone policy.

Moved by Councillor Jamie Lee
Seconded by Melissa McGlashan

25:029 That the AD 2-2.24 Dress Code Policy be rescinded. Carried

9.3 AD 2.21 Outside Employment/Activity Policy

The Chief Executive Officer explained that the language in this policy has been incorporated into HR-01 Code of Conduct for Library Employees policy and is no longer required as a stand-alone policy.

Moved by Melissa McGlashan
Seconded by Kieran Scott

25:030 That the Outside Employment/Activity policy be rescinded. Carried

10. Discussion Items

10.1 Library Board Legacy Document Discussion

Discussed continued on how the Board could use the information collected as part of the Board self-assessment process could be used to communicate needs to City Council in 2026. Options including updating the legacy document and discussing opportunities for new processes with the City were communicated. Discussions will continue following the 2025 Board self-assessment.

11. General Business Information/Questions

The Chair invited questions and comments regarding a recent segment on The Fifth Estate entitled “The Shadow War on Libraries.” The Board inquired as to how they could best prepare for a similar scenario. The CEO recommended keeping all relevant policies and protocols up-to-date and prioritizing their consistent application.

12. Member Announcements

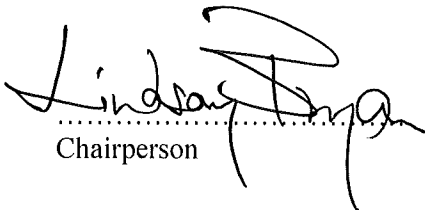
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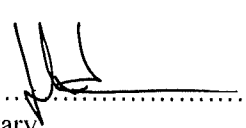
13. Dates to Remember

- Monday, March 17, 2025, 6:00 pm Library Board Regular Meeting (hybrid)

14. Adjournment

The regular meeting was adjourned at 8:03 on a motion by Kieran Scott.


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Chairperson


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Secretary

