

### **Welland Public Library Board**

Minutes of the fourth regular meeting on Monday, April 15, 2024 at the Main Library and via Zoom.

Present: Chair Lindsay Bryan, Vice-Chair Melissa McGlashan, Councillor Jamie Lee, Andrew McChesney, Alyssa Payne, Kieran Scott (6:02), Tim Wright

Regrets: Deanna Villella, Kathryn Jung

Staff: Julianne Brunet (*Chief Executive Officer*), Laura Birkett (*Business Services Manager*), Daniella Liebrechts-Hamilton (*Manager of Programming & Outreach*)

### **Minutes**

#### Closed Meeting

The Chair called the meeting to order at 6:00 pm.

The closed meeting was adjourned at 7:06 pm on a motion by Councillor Jamie Lee Carried

1. Call to Order

The Chair called the regular meeting to order at 7:12 pm.

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of the Agenda

The Agenda was amended to include 7.1 – Service Level Agreement.

Moved by Melissa McGlashan  
Seconded by Kieran Scott

**24:034 That the agenda be approved as amended.** Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

The Chair expressed her continued thanks to Staff for their hard work over March Break.

6. Consent Agenda

- 6.1 Approval of the Open Library Board Minutes of March 18, 2024
- 6.2 Approval of Closed Library Board Minutes of March 18, 2024
- 6.3 Financial Report
  - 6.3.1 Q1 Financial Report
- 6.4 Chief Executive Officer's Report
  - 6.4.1 CEO's March Monthly Report
  - 6.4.2 2024 March Report on Library Activities
- 6.5 JHSC March Workplace Inspection Forms
- 6.6 Confidential Staffing Update

Moved by Alyssa Payne  
Seconded by Andrew McChesney

**24:035 That the items in the Consent Agenda be approved as circulated.** Carried

7. Business Arising

- 7.1 Service Level Agreement

Moved by Melissa McGlashan  
Seconded by Kieran Scott

**24:036 That the CEO continue to work with City of Welland staff to finalize and implement the Service Level Agreement for 2024.** Carried

8. Staff Reports

- 8.1 2024 March Break Report

The Manager of Programming & Outreach presented the 2024 March Break Report, providing highlights, program participation statistics, and analysis. It was reported that while the number of program offerings remained the same between 2023 and 2024, participation rates had increased, surpassing pre-pandemic levels for the first time.

The Board discussed the report and commended staff on a successful March break with excellent participation numbers.

Moved by Alyssa Payne  
Seconded by Andrew McChesney

**24:037 That the 2024 March Break Report be received for information.** Carried

- 8.2 200<sup>th</sup> Anniversary Update Report

The Manager of Business Services presented the 200<sup>th</sup> Anniversary Update Report. It was reported that initiatives for celebrating the Library's 200<sup>th</sup> year of operations in 2024 are well underway with more planned for the remainder of the year. Discussion ensued.

Moved by Kieran Scott  
Seconded by Jamie Lee

**24:038 That the 200<sup>th</sup> Anniversary Update Report be received for information.** Carried

8.3 Q1 Key Performance Indicators Update Report

The Chief Executive Officer presented the Q1 Key Performance Indicators Update Report, providing an overview of Q1 statistics for the system which showed a return to pre-pandemic levels in most metrics, and all metrics higher than 2023. The Chief Executive Officer attributed this success to the hard work and innovation of the WPL team, recessionary conditions, social media promotions, the Library's community-led approach, and Strategic Plan. Discussion ensued.

Moved by Alyssa Payne  
Seconded by Andrew McChesney

**24:039 That the Q1 Key Performance Indicators Update Report be received for information.** Carried

8.4 2023 Valuing Ontario Public Libraries Report

The Chief Executive Officer presented the 2023 Valuing Ontario Public Libraries Report, outlining the framework, data input, and analysis. The report showed key takeaways including that for every dollar invested in the Welland Public Library system, the community receives an estimated socio-economic return of \$5.94. The Board discussed the report, including ways in which the data could be used.

The Board discussed provincial funding and considered options for advocating for more funding for Welland's Public Library and Museum, as other local City Councils have done.

Moved by Andrew McChesney  
Seconded by Melissa McGlashan

**24:040 That the 2023 Valuing Ontario Public Libraries Report be received for information.** Carried

9. Policies

9.1 AD 3-3.11 Working at Heights

The Chief Executive Officer explained that this policy is reviewed annually by the JHSC. No substantive changes have been made for 2024.

Moved by Melissa McGlashan  
Seconded by Tim Wright

**24:041 That the AD 3-3.11 Working at Heights Policy be approved.**

Carried

9.2 AD 3-3.13 Biological Hazards

The Chief Executive Officer explained that this policy is reviewed annually by the JHSC. The revised policy includes the addition of wearing a face covering when staff are cleaning up biological materials. There were not other substantive changes.

Moved by Tim Wright  
Seconded by Alyssa Payne

**24:042 That the AD 3-3.13 Biological Hazards Policy be approved.**

Carried

10. Discussion Items

10.1 2024 Library Board Self-Assessment

Vice-Chair Melissa McGlashan discussed the timeline of the annual Library Board Self-Assessment and outlined the plan for 2024. The Board discussed the compilation of submissions and analysis.

10.2 OLS Governance Training Update

Board Member Kieran Scott reported on the OLS Governance Training session that she attended, which provided an overview of onboarding information for public library Board members.

11. General Business Information/Questions

None.

12. Member Announcements

None.

13. Dates to Remember

Potential Date & Time Change:

Wednesday, May 15, 2024, 6:00 pm Library Board Regular Meeting (hybrid)

Location: TBD

The Board discussed and agreed to this revised date and time to accommodate presenters.

14. Adjournment

The regular meeting was adjourned at 8:27 on a motion by Councillor Jamie Lee.


Carried



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Chairperson

  
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Secretary