

Welland Public Library Board

Minutes of the tenth regular meeting on Monday, November 25, 2024 at the Main Branch 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 (Manager of Business Services 7:58 pm), Conor Echlin (Manager of Customer Experience 7:58 pm)

Minutes

Closed Meeting

The Chair called the meeting to order at 7:03 pm

The closed meeting was adjourned at 7:55 on a motion by Andrew McChesney Carried

1. Call to Order

The Chair called the regular meeting to order at 7:58 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 Andrew McChesney

24:087 That the agenda be approved as circulated. Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

The Chair remarked that the Library presented its 2025 budget to Welland City Council on Monday, November 18, 2024.

6. Consent Agenda

- 6.1 Approval of the Open Library Board Minutes of October 21, 2024
- 6.2 Approval of Closed Library Board Minutes of October 21, 2024
- 6.3 Financial Report
 - 6.3.1 October 2024 Financials
- 6.4 Chief Executive Officer's Report
 - 6.4.1 CEO's October Monthly Report
 - 6.4.2 October Activity Report
- 6.5 JHSC October Workplace Inspection Forms
- 6.6 Confidential Staffing Update

Moved by Andrew McChesney
Seconded by Kathryn Jung

24:088 That the items in the Consent Agenda be approved as circulated. Carried

7. Business Arising

- 7.1 CEO Performance Review

Moved by Kieran Scott
Seconded by Kathryn Jung

24:089 That the CEO Performance Review be ratified and the Board confirms all actions taken in-camera. Carried

- 7.2 Exempt Employees Handbook

Moved by Melissa McGlashan
Seconded by Kieran Scott

24:090 That the Library Board confirms and approves all actions taken in-camera related to the Exempt Employee Handbook. Carried

8. Staff Reports

- 8.1 Q4 Action Items Update Report

The Chief Executive Officer reported that the Library has completed all 31 of its action items for the year and congratulated the staff for their excellent work. Key activities were highlighted including reaching mailout targets, a completed advertising strategy, and the 200th anniversary celebrations which conclude with an event on November 27th.

Moved by Kieran Scott
Seconded by Kathryn Jung

24:091 That the Q4 Action Items Update Report be received

Carried

8.2 2024 Capital Expenditures report

The Chief Executive Officer outlined planned expenditures for a projected surplus in the capital account in 2024.

Moved by Andrew McChesney
Seconded by Tim Wright

24:092 That the 2024 Capital Expenditures Report be approved, including any temporary closures necessary for maintenance purposes.

Carried

8.3 2024 Policy Review Progress Report

The Chief Executive Officer summarized the report and explained all policies that were scheduled for 2024 have been reviewed. There are 34 policies on the list for Board review in 2025 and there are plans in place to consult with the Board to review best practice with regards to differentiating between governance and operational policies.

Moved by Kathryn Jung
Seconded by Kieran Scott

24:093 That the 2024 Policy Review Progress Report be received.

Carried

8.4 Employee Engagement Survey Report

The Business Services Manager summarized the report and outlined the development of the proposed employee engagement survey. Consultation processes, release timelines and data collection were discussed.

Moved by Alyssa Payne
Seconded by Kathryn Jung

24:094 That the Employee Engagement Survey Report be received.

Carried

9. Policies

9.1 AD 2-2.6 Library Employees – Code of Conduct

The Chief Executive Officer explained this policy is coming to the Board as a result of Bill 190, Working for Workers Five Act, 2024, which requires a definition related to virtual harassment.

Moved by Kieran Scott
Seconded by Andrew McChesney

24:095 That the AD 2-2.26 Library Employees – Code of Conduct Policy be approved.

Carried

9.2 Welland Public Library Workplace Harassment Program

The Chief Executive Officer explained that the changes to this program are legislatively required by Bill 190, Working for Workers Five Act, 2024

Moved by Kathryn Jung
Seconded by Kieran Scott

24:096 That the Welland Public Library Workplace Harassment Program be approved. Carried

9.3 WPL Violence, Harassment & Abuse Prevention Program

The Chief Executive Officer explained that the changes to this program are legislatively required by Bill 190, Working for Workers Five Act, 2024.

Moved by Councillor Jamie Lee
Seconded by Alyssa Payne

24:097 That the WPL Violence, Harassment & Abuse Program be approved. Carried

9.4 LS 1-1.2 Lending Policy

The Manager of Customer Experience provided an overview of the work that staff has done to review this policy and compare it to other libraries as well as applicable legislation. The proposed adjustments bring the policy up to date with current standards and practices and include clarification of who is eligible for a Welland Public Library card, temporary membership eligibility, and reciprocal agreements.

Moved by Tim Wright
Seconded by Kathryn Jung

24:098 That the LS 1-1.2 Lending Policy be approved. Carried

10. Discussion Items

10.1 OLS Board Meeting Update

Board Member Deanna Villella reported on the OLS Board Assembly meeting that she attended, which provided information on policy development in libraries. Other topics of discussion included fundraising, CEO evaluations, MOUs with municipalities, and pay equity.

11. General Business Information/Questions

Board Vice-Chair Melissa McGlashan thanked library staff for inviting the Board to be involved in the 200th anniversary celebration and to contribute to the time capsule and invited the Board to view and provide feedback on the object that has been created for this purpose.

The Chief Executive Officer reported that Wednesday, November 27th is the 200th anniversary celebration event as well as the City Council amendment meeting where two amendments are expected to come forward regarding the Library's bookmobile project.

12. Member Announcements

Board Chair Lindsay Bryan announced that this is the final meeting of 2024 and encouraged members to consider standing for office as Chair in 2025. She thanked the Board for a great year and wished members a Happy Holidays. Board Vice-Chair Melissa McGlashan added that she would be happy to have members who are interested in acting as vice-chair step into the role.


13. Dates to Remember


- Friday, November 29, 2024 5:00 pm Staff/Board Appreciation Event – Bridgewater Restaurant
- Monday, January 20, 2025 6:00 pm Library Board Meeting (hybrid)

14. Adjournment

The regular meeting was adjourned at 8:51 on a motion by Tim Wright

Carried


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Chairperson


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Secretary

