

Welland Public Library Board

Minutes of the ninth regular meeting on Monday, October 21, 2024 at the Main Branch Library and via Zoom.

Present: Chair Lindsay Bryan, Vice-Chair Melissa McGlashan, Councillor Jamie Lee, Alyssa Payne, Andrew McChesney (7:38), Deanna Villella, Kathryn Jung, Kieran Scott (7:05)

Regrets: Tim Wright

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

Minutes

1. Call to Order

The Chair called the regular meeting to order at 7:02 pm.

2. Land Acknowledgement Statement

The land acknowledgement statement was read into the minutes.

3. Approval of the Agenda

Moved by Alyssa Payne
Seconded by Melissa McGlashan

24:078 That the agenda be approved as circulated.

Carried

4. Disclosure of pecuniary interest

None.

5. Chair's Remarks

The Chair commended staff and management for their competence and dedication to their work in the past month.

6. Consent Agenda

6.1 Approval of the Open Library Board Minutes of September 16, 2024

6.2 Approval of Closed Library Board Minutes of September 16, 2024

6.3 Financial Report

6.3.1 September 2024 Financials

6.4 Chief Executive Officer's Report

6.4.1 CEO's September Monthly Report

- 6.4.2 September Activity Report
- 6.5 JHSC September Workplace Inspection Forms
- 6.6 Confidential Staffing Update
- 6.7 2024 Draft Budget Presentation to Council
- 6.8 Joint Statement from NFPL and SCPL
- 6.9 Ontario Investing in First Nations Public Libraries

Moved by Kathryn Jung
Seconded by Deanna Villella

24:079 That the items in the Consent Agenda be approved as circulated. Carried

7. Business Arising

None.

8. Staff Reports

8.1 2024 Summer Activities Report

The Manager of Programming & Outreach presented the report and provided the Board with an overview of Program and Outreach activities at the Library over the summer of 2024. It was noted that staff worked hard to make programs and the TDSRC a positive experience for all ages in the community. Program offerings, attendance, outreach activities, partnerships, and sponsorships were summarized and recommendations for summer 2025 were presented.

There was a brief discussion of the Canada Summer Jobs program and plans for 2025.

Moved by Melissa McGlashan
Seconded by Kathryn Jung

24:080 That the 2024 Summer Activities Report be received. Carried

8.2 2024 Staff Holiday/Appreciation Celebration Report

The Manager of Business Services provided an overview of the history of Staff Appreciation and Holiday celebrations at WPL and outlined plans and the proposed budget for 2024. Closure at 5pm on Friday, November 29, 2024 was requested so that all staff and members of the Board can attend the event.

Moved by Deanna Villella
Seconded by Alyssa Payne

24:081 That the 2024 Staff Holiday/Appreciation Celebration Report be approved. Carried

8.3 2023 Ontario Public Library Statistics Report

The Chief Executive Officer summarized the report and provided an overview of the analysis of statistics in the report including areas in which the Library is excelling as well as areas that require improvement. It was reported that the Library continues to provide an exceptional service at a reasonable price to taxpayers.

Moved by Kathryn Jung
Seconded by Kieran Scott

24:082 That the 2023 Ontario Public Library Statistics Report be received. Carried

8.4 200th Anniversary Celebration Update Report

The Chief Executive Officer presented the report and highlighted the committee's excellent work over almost two years to plan for this event. It was reported that most activities are complete or underway with a culminating event planned for November 27, 2024. The Board was asked to add an item to the time capsule, and to consider attending the closing of the time capsule at the end of the evening on November 27.

Moved by Alyssa Payne
Seconded by Kieran Scott

24:083 That the 200th Anniversary Celebration Update Report be received. Carried

8.5 Q3 Key Performance Indicators Report

The Chief Executive Officer summarized the report and explained changes seen in usage patterns with gate counts, circulation, and in-house usage compared to 2019. Year over year statistics are showing fewer gaps and overall numbers continue to show strong growth in most key metrics. The Chief Executive Officer commended staff's efforts this year and noted that they have been very successful despite a challenging summer.

Moved by Kathryn Jung
Seconded by Councillor Jamie Lee

24:084 That the Q3 Key Performance Indicators Report be received. Carried

9. Policies

9.1 AD 1-1.7 Reserves & Reserve Funds Policy

The Chief Executive Officer explained this policy is coming to the Board as part of the regular review schedule. The only recommendation is the addition of the Business Services Manager to reflect current staffing responsibilities. Small grammatical changes have also been suggested.

Moved by Melissa McGlashan
Seconded by Kieran Scott

24:085 That the Reserves & Reserve Funds Policy (AD 1-1.7) be approved. Carried

9.2 LS 5-5.4 Photography & Film Policy

The Chief Executive Officer 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.

Discussion ensued. The Board requested that the Policy return for review in 6 months (April 2025).

Moved by Melissa McGlashan
Seconded by Kieran Scott

24:086 That the Photography & Film Policy (LS 5-5.4) be approved with a review in 6 months.

Carried

10. Discussion Items

None.

11. General Business Information/Questions

None.

12. Member Announcements

None.

13. Dates to Remember

- Monday November 18, 2024 – Budget Presentation to Welland City Council
- Monday, November 25, 2024 7:00 pm Library Board Meeting (hybrid)

14. Adjournment

The regular meeting was adjourned at 8:08 on a motion by Councillor Jamie Lee

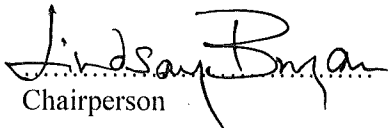
Carried

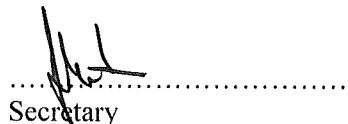
Closed Meeting

The Chair called the meeting to order at 8:09 pm.

The closed meeting was adjourned at 8:35 on a motion by Melissa McGlashan.

Carried


Chairperson


Secretary