

# WELLAND PUBLIC LIBRARY BOARD

## MINUTES

Minutes of the first regular meeting held on Monday, January 18, 2021 via Zoom.

PRESENT: Melanie Gross Kerho, Melissa McGlashan, Tina Van Tuyl, Lindsay Bryan, Alan O'Neill,  
REGRETS: Carolyn Fast, Lee Gordyn, Fred Sullivan

STAFF: Julianne Brunet (*Chief Executive Officer*), Daniella Liebrechts-Hamilton (*Manager of Programming & Outreach*)

1. The Chief Executive Officer called the meeting to order at 7:00 pm and called for nominations for the position of Chair of the Welland Public Library Board.

### 2. Elections

#### 2.1 Election of Chairperson (CEO)

Moved by Tina Van Tuyl  
Seconded by Melissa McGlashan

21:001      **That Melanie Gross Kerho be nominated for the position of Chair for 2021**      Carried

Moved by Melissa McGlashan  
Seconded by Tina Van Tuyl

21:002      **That the nominations for the position of Chair for 2021 be closed**      Carried

Moved by Lindsay Bryan  
Seconded by Melissa McGlashan

21:003      **That Melanie Gross Kerho be elected Chair of the Welland Public Library Board for 2021**      Carried

Melanie Gross Kerho was acclaimed Chair of the Welland Public Library Board and Took chair of the meeting.

#### 2.2 Election of Vice Chair

The Chair called for nominations for the position of Vice-Chair of the Welland Public Library Board for 2021.

Moved by Tina Van Tuyl  
Seconded by Alan O'Neill

21:004      **That Melissa McGlashan be nominated for the position of Vice-Chair for 2021**      Carried

Moved by Alan O'Neill

January 18, 2021

Seconded by Tina Van Tuyl

21:005      **That the nominations for the position of Vice-Chair for 2021 be closed**      Carried

Moved by Lindsay Bryan  
Seconded by Alan O'Neill

21:006      **That Melissa McGlashan be elected Vice-Chair of the Welland Public Library Board for 2021**      Carried

Melissa McGlashan was acclaimed Vice-Chair of the Welland Public Library Board.

3. Approval of the Agenda

Moved by Alan O'Neill  
Seconded by Lindsay Bryan

21:007      **That the agenda be approved as circulated**      Carried

4. Disclosures of Pecuniary Interest

There were no disclosures of pecuniary interest.

5. Chair's Remarks

The Chair expressed her appreciation to the Board and Staff for their continued efforts during the pandemic.

6. Consent Agenda

- 6.1. Approval of Library Board Minutes November 23, 2020
- 6.2. Financial Report
  - 6.2.1 November Financial Report
  - 6.2.2 December Financial Report
- 6.3. Chief Executive Officer's Report
  - 6.3.1. CEO's November Monthly Report
  - 6.3.2. CEO's December Monthly Report
  - 6.3.3. 2020 November Report on Library Activities
  - 6.3.4. 2020 December Report on Library Activities
  - 6.3.5. 2020 Annual Report on Library Activities
- 6.4. JHSC November Workplace Inspection Forms
- 6.5. JHSC December Workplace Inspection Forms
- 6.6. Staffing Update
- 6.7. Correspondence – City of Welland

Moved by Melissa McGlashan  
Seconded by Tina Van Tuyl

21:008      **That the items in the Consent Agenda be approved**      Carried

January 18, 2021

7. Business Arising

7.1 Trustee Voting Delegate to the Federation of Ontario Public Libraries Board

The Chair called for nominations for the position of Trustee Voting Delegate to the Federation of Ontario Public Libraries Board for 2021.

Moved by Alan O'Neill  
Seconded by Lindsay Bryan

21:009      **That Melanie Gross Kerho be nominated for the position of Trustee Voting Delegate to the Federation of Ontario Public Libraries Board for 2021**      Carried

Moved by Tina Van Tuyl  
Seconded by Melissa McGlashan

21:010      **That the nominations for the position of Trustee Voting Delegate to the Federation of Ontario Public Libraries Board for 2021 be closed**      Carried

Moved by Melissa McGlashan  
Seconded by Lindsay Bryan

21:011      **That Melanie Gross Kerho be elected to the position of Trustee Voting Delegate to the Federation of Ontario Public Libraries Board for 2021**      Carried

Melanie Gross Kerho was acclaimed to the position of Trustee Voting Delegate to the Federation of Ontario Public Libraries Board for 2021.

7.2 Trustee Representative to the Southern Ontario Library Services Trustee Council #2

The Chair called for nominations for the position of Trustee Representative to the Southern Ontario Library Services Trustee Council #2.

Moved by Tina Van Tuyl  
Seconded by Lindsay Bryan

21:012      **That Melissa McGlashan be nominated for the position of Trustee Representative to the Southern Ontario Library Services Trustee Council #2**      Carried

Moved by Alan O'Neill  
Seconded by Tina Van Tuyl

21:013      **That the nominations for the position of Trustee Representative to the Southern Ontario Library Services Trustee Council #2 for 2021 be closed**      Carried

Moved by Tina Van Tuyl  
Seconded by Lindsay Bryan

January 18, 2021

- 21:014            **That Melissa McGlashan be elected to the position of Trustee Representative to the Southern Ontario Library Services Trustee Council #2 for 2021**            Carried

Melissa McGlashan was acclaimed to the position of Trustee Representative to the Southern Ontario Library Services Trustee Council #2 for 2021.

8. Committee Reports

8.1 Event Planning Committee Minutes

The Chief Executive Officer summarized the minutes of December 2, 2020. The committee has reserved the Croatian National Home for November 6, 2021 for the annual trivia event, provided that in-person gathering restrictions are lifted. "Love your Library" t-shirts have been distributed to staff and are for sale at all locations. The donations/fundraising package review is underway.

Moved by Lindsay Bryan  
Seconded by Alan O'Neill

- 21:015            **That the Event Planning Committee Minutes be received**            Carried

9. Staff Reports

9.1 Covid-19 Update Report

The Chief Executive Officer reported on current service and staffing levels in response to new restrictions released by the Province.

Moved by Melissa McGlashan  
Seconded by Tina Van Tuyl

- 21:016 **That the Covid-19 Update Report be received**            Carried

9.2 Mural Mosaic RFP Report

The Manager of Programming & Outreach outlined the results of the RFP evaluation process. Of the 11 parties that expressed interest in the work, only 1 compliant bid was received. The proponent received a favorable aggregate score and had excellent references.

Moved by Tina Van Tuyl  
Seconded by Lindsay Bryan

- 21:017 **That the Mural Mosaic RFP Report be received**            Carried

Moved by Lindsay Bryan  
Seconded by Tina Van Tuyl

- 21:018 **That the Mural Mosaic RFP be awarded to Mural Mosaics**            Carried

9.3 Policy Update Report

January 18, 2021

The Chief Executive Officer provided the Board with an overview of the Library's policy review schedule.

Moved by Lindsay Bryan  
Seconded by Tina Van Tuyl

21:019 **That the Policy Update Report be received** Carried

9.4 2021 Reserve Fund Report

The Chief Executive Officer requested approval to transfer \$70,000 from the Library's Capital Reserve and \$5,000 from the Bequest Reserve to the Operating Account to fund capital projects and book purchases respectively.

Moved by Alan O'Neill  
Seconded by Lindsay Bryan

21:020 **That the 2021 Reserve Fund Report be approved** Carried

9.5 2021 Staff Development Day Report

The Management Team recommends suspending in-person staff development for 2021 and offering individual professional development opportunities to all staff throughout the year as applicable.

Moved by Melissa McGlashan  
Seconded by Alan O'Neill

21:021 **That 2021 Staff Development Day Report be approved** Carried

9.6 2021 Bequest Request Report

The Chief Executive Officer outlined plans for monetary donations received at the end of the year and requested Board approval for their use.

Moved by Lindsay Bryan  
Seconded by Tina Van Tuyl

21:022 **That the 2021 Bequest Request Report and accompanying requests be approved.** Carried

9.7 Fine Free Report 2021

The Chief Executive Officer reported that many public libraries have temporarily/permanently elected to eliminate overdue fines. Management recommends that staff investigate the initiative further and provide a detailed report to the Board for consideration later this year.

Moved by Melissa McGlashan  
Seconded by Alan O'Neill

21:023 **That the Fine Free Report 2021 be received**

Carried

10. Policies

Capital Assets (AD 1-1.2)

Minor grammatical updates and the inclusion of all locations when considering the recording of capital assets have been recommended.

Moved by Lindsay Bryan  
Seconded by Tina Van Tuyl

21:024 **That the AD 1-1.2 Capital Assets Policy be approved**

Carried

Study Room Policy (AD 6-6.2)

This policy has been revised to remove age restrictions and procedural decisions that are at the discretion of Library staff.

Moved by Melissa McGlashan  
Seconded by Lindsay Bryan

21:025 **That the AD 6-6.2 Study Room Policy be approved**

Carried

Code of Conduct Policy (BD – 3-3.1)

The Library Board Code of Conduct Policy was updated in response to changing legislation.

Moved by Lindsay Bryan  
Seconded by Melissa McGlashan

21:026 **That the Code of Conduct Policy (BD – 2 – 2.1) be approved**

Carried

Program and Community Development (LS 4-4.1)

This policy was updated to reflect changes to language in the Library's collective agreement. A section pertaining to outreach as well as evaluation criteria for both programming and outreach have been added.

Moved by Tina Van Tuyl  
Seconded by Alan O'Neill

21:027 **That the LS 4-4.1 Program and Community Development Policy be approved**

Carried

Children & Youth Services Policy (LS 4-4.2)

Minor grammatical and housekeeping issues were addressed in this policy's revision.

January 18, 2021

Moved by Lindsay Bryan  
Seconded by Tina Van Tuyl

21:028 **That the LS- 4-4.1 Children & Youth Services Policy be approved** Carried

Video Surveillance Policy (LS 5-5.2)

In preparation for the installation of surveillance cameras in public areas at the Main Branch, this policy has been updated to include and apply to all WPL locations.

Moved by Alan O'Neill  
Seconded by Lindsay Bryan

21:029 **That the LS 5-5.2 Video Surveillance Policy be approved** Carried

11. General Business Information/Question

Melissa McGlashan shared details of the SOLS webinar attended on December 3, 2020. The session focused on diversity and inclusion and offered some practical tips on how Board diversity can be encouraged. Suggestions included sponsorship, pro-active recruitment, an active feedback process for applicants, and arranging for child care so that new parents can participate in meetings.

12. Member Announcements

The Chair reminded the Board to contact the Chief Executive Officer if they wish to participate in the OLA Super Conference.

13. Dates to Remember

- February 3 – 6, 2021, OLA Super Conference 2021
- Monday, February 22, 2021, 7:00pm Library Board Regular Meeting (Zoom)

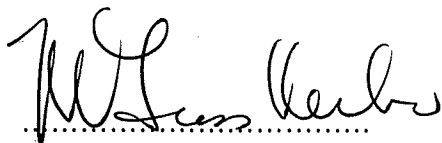
14. Adjournment

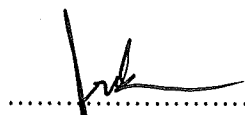
The regular meeting was adjourned at 8:07 pm on a motion by Alan O'Neill.

15. Closed Meeting

The Chair called the meeting to order at 8:12pm

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

  
.....  
Chairperson

  
.....  
Secretary