

**Selwyn Public Library Board
Regular Meeting
Tuesday, April 26, 2022 – 3:00 P.M.**

The regular meeting of the Selwyn Public Library Board was held on Tuesday, April 26, 2022. The Board made use of remote meeting video software which was hosted by the CEO/Chief Librarian.

Present: Councillor and Board Member Donna Ballantyne
Board Member Kerri Davies
Chairperson Julie Dillon
Vice Chairperson Judy Hyland
Board Member Barb Jinkerson
Mayor and Board Member Andy Mitchell
Board Member Anna Thompson
Board Member Kathie Whiteley

Staff Present: CEO/Chief Librarian, Sarah Hennessey
Treasurer/Recording Secretary, R. Lane Vance

Regrets: Board Member Rosellen Hickey

Declaration of Pecuniary Interest

None.

1. Call to Order

The meeting was called to order by the Chairperson at 3:03 p.m.

2. Land Acknowledgement

The Chair delivered the Land Acknowledgement and related responsibilities contained therein.

3. Minutes

Resolution No. 2022.033

Moved by K. Whiteley: seconded by D. Ballantyne

That the minutes of the regular meeting held on March 29, 2022 approved as amended.

Carried.

4. Deputations/Invited Persons

None.

5. Staff & Committee Reports

- a) Staff Monthly Reports

Resolution No. 2022.034

Moved by K. Davies: seconded by B. Jinkerson

That the Financial Statements (March 2022) be received for information.

Carried.

Resolution No. 2022.035

Moved by D. Ballantyne: seconded by J. Hyland

That the following staff reports be received for information:

- i) Activity Reports
 - i. Circulation Statistics (March 2022) – S. Hennessey
 - ii. Cloud Library (March 2022) – H. Eshikaty
 - iii. Hoopla (March 2022) – H. Eshikaty
 - iv. 1st Quarter Programming
- ii) CEO/Librarian – S. Hennessey

Carried.

6. Correspondence

- a) Spring 2022 Board Assembly Meeting

Resolution No. 2022.036

Moved by K. Whiteley: seconded by K. Davies

That the meeting recap related to the Spring 2022 Board Assembly meeting held April 12, 2022 be received for information.

Carried.

7. Other, New & Unfinished Business

- a) Policies
 - i) Board Succession Planning

Resolution No. 2022.037

Moved by J. Hyland: seconded by A. Thompson

That the report in regard to Selwyn Public Library Board Succession Planning Policy 1.1.7 be received for information; and

That the Board adopts Policy 1.1.7 and its attachments as amended; and

That the policy binders be updated as required.

Carried.

Resolution No. 2022.038

Moved by D. Ballantyne: seconded by B. Jinkerson

That the Board member Job Description be updated with comments received from the Board and brought back to the next meeting for Board discussion and final approval.

Carried.

Resolution No. 2022.039

Moved by D. Ballantyne: seconded by A. Thompson
That the Board Member Job Description – Brochure Edition be updated with comments received from the Board and brought back to the next meeting for Board discussion and final approval.

Carried.

ii) Library and Political Elections 4.3.3

Resolution No. 2022.040

Moved by K. Whiteley: seconded D. Ballantyne
That the report in regard to the Library and Political Elections Policy 4.4.3 (Final) be received for information; and
That the Library Board adopts The Library and Political Elections Policy 4.4.3; and
That the policy binders be updated as required.

Carried.

iii) Acceptable Use of Equipment, Software and Networks 6.1.2

Resolution No. 2022.041

Moved by K. Whiteley: seconded K. Davies
That the report in regard to the Acceptable Use of Equipment, Software, and Networks 6.1.2 be received; and
That the Library Board adopts Acceptable Use of Equipment, Software, and Networks 6.1.2; and
That the policy binders be updated as required.

Carried.

iv) Partnership Policy 5.1.1 (Draft)

Resolution No. 2022.042

Moved by D. Ballantyne: seconded A. Thompson
That the report in regard to the Partnership Policy 5.1.1 be received; and
That the Board submits recommendations to the CEO/Chief Librarian prior to the next Board meeting; and
That the final policy be considered at the next regular meeting.

Carried.

b) 1st Quarter Work Plan

Resolution No. 2022.043

Moved by B. Jinkerson: seconded A. Mitchell
That the 2022 Work Plan – 1st Quarter be received for information.

Carried.

c) Annual Report

Resolution No. 2022.044

Moved by B. Jinkerson: seconded by J. Hyland

That the Annual Report be received for information; and

That the Board Chair make a presentation to Council, highlighting the 2021 report, with two minor amendments, on May 10th, 2022 at 5:00 pm.

Carried.

d) Volunteer Dinner Discussion

Resolution No. 2022.045

Moved by D. Ballantyne: seconded by J. Hyland

That the Board revert back to the purchase of gift certificates to demonstrate their appreciation to Library volunteers, given the current state of the pandemic, and in 2022 this will include a number of additional Board donated items for virtual door prizes.

Carried.

Resolution No. 2022.046

Moved by A. Mitchell: seconded by J. Hyland

That the gift certificate amount be increased to \$25 in 2022.

Carried.

e) Maker Space Branding

Resolution No. 2022.047

Moved by K. Whiteley: seconded by D. Ballantyne

That the Branding Strategy developed by Strexer Harrop Consulting Group be received for information; and

That the Board comments be provided via email to the CEO/Chief Librarian by the end of the week; and

That this item be put on the next Board agenda for discussion and final approval.

Carried.

f) CEO Performance Evaluation

Resolution No. 2022.048

Moved by K. Whiteley: seconded by K. Davies

That the report be received for information; and

That the Performance and Development sub-committee J. Dillon, R. Hickey, and K. Davies review the CEO's performance over the past year.

Carried.

8. Next Meeting

The next regular Library Board meeting was confirmed for Tuesday, May 24, 2022 at 3:00 p.m..

9. Adjournment

Resolution No. 2022.049

Moved by K. Davies: seconded by B. Jinkerson
That the meeting be adjourned. (4:57 p.m.)

Carried.

Respectfully submitted by: R. Lane Vance, Recording Secretary

Chair Person _____

Secretary _____

Approval Date _____