

**Selwyn Public Library Board  
Regular Meeting  
Monday, May 29, 2023 – 3:00 P.M.**

The regular meeting of the Selwyn Public Library Board was held on Monday, May 29, 2023. Originally scheduled for an in-person meeting at the Bridgenorth Branch, the Board made use of remote meeting video software which was hosted by the CEO/Chief Librarian.

Present: Vice Chairperson Rosellen Hickey  
Board Member Barb Jinkerson  
Chairperson Andy Mitchell  
Board Member Catherine Praamsma  
Board Member and Mayor Sherry Senis  
Board Member Lisa Yonemitsu

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

Regrets: Board Member Donna Hayes

**Declaration of Pecuniary Interest**

None.

**1. Call to Order**

The meeting was called to order by the Chairperson at 3:00 p.m.

**2. Land Acknowledgement**

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

**3. Minutes**

**Resolution No. 2023.021**

Moved by R. Hickey: seconded by B. Jinkerson

That the minutes of the regular meeting held on April 24, 2023 be received and approved as presented.

Carried.

**4. Deputations/Invited Persons**

None.

## **5. Staff & Committee Reports**

### **a) Staff Monthly Reports**

That the Financial Statements (April 2023) from R. Lane Vance be received for information; and

That the following staff reports be received for received:

- i) Activity Report – S. Hennessey
  - a. April 2023 Circulation
  - b. April 2023 – Cloud Library
  - c. April 2023 – Hoopla
- ii) CEO/Librarian – S. Hennessey

## **6. Correspondence for Information and/or Direction**

### **a) Board Assembly Meeting – C. Praamsma**

The verbal presentation and notes from C. Praamsma on the Ontario Board Assembly Meeting held on April 19, 2023 were provided for information.

## **7. Other, New & Unfinished Business**

### **a) Policies**

- i) Officers – Terms of Reference 1.1.2 (Final)

That the Officers – Terms of Reference 1.1.2 (Final) be received; and

That the Library Board adopts Officers - Terms of Reference 1.1.2 (Final); and

That the policy binders be updated as required.

- ii) Board Procedures by-law 1.1.3 (Draft)

That the report Board Procedures By-law 1.1.3 (Draft) be received; and

That the report Programming Policy 4.3.1 (Draft) be received; and

That the Board review the attached policies and submit any additional suggestions or recommendations for change; and

That the policies be considered at the next regular meeting.

### **b) CEO Performance Appraisal**

That the report be received for information; and

That Board members R.Hickey and L.Yonemitsu be appointed to the Committee with Chairperson Mitchell; and

That the Performance and Development sub-committee review the CEO's performance over the past year.

### **c) Volunteer Dinner Discussion**

That the report on the Volunteer Dinner 2023 be received for information; and

That the Board assignments for the outstanding volunteer dinner tasks be approved.

d) Strexer Harrop Fundraising Strategy

That the Fundraising Strategy and Tool Kit be received for information; and  
That a sub-committee be developed, which will meet in the summer to review the findings and determine an approach; and  
That Board members S.Senis, R. Hickey and B. Jinkerson be appointed to the Committee.

**Resolution No. 2023.022**

Moved by R. Hickey: seconded by S.Senis

That the above noted agenda items Staff Reports 5 a), Correspondence 6 a) and Unfinished & New Business 7 a) – d) be received and approved as stated herein.  
Carried.

**8. Next Meeting**

The next regular Library Board meeting was set for Monday September 25,2023 at 3:00 p.m. at the Bridgenorth Community Hall.

**9. Adjournment**

**Resolution No. 2023.023**

Moved by R. Hickey : seconded by L.Yonemitsu

That the meeting be adjourned. (3:51 p.m.)

Carried.

Respectfully submitted by: R. Lane Vance, Recording Secretary

Chairperson \_\_\_\_\_ *AM*

Secretary \_\_\_\_\_ *T. Vance*

Approval Date \_\_\_\_\_ September 25, 2023