

**Selwyn Public Library Board
Regular Meeting
Tuesday, May 31, 2022 – 3:00 P.M.**

The regular meeting of the Selwyn Public Library Board (*originally scheduled for May 24, but deferred due to storm*) was held on Tuesday, May 31, 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
Board Member Rosellen Hickey
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

Declaration of Pecuniary Interest

None.

1. Call to Order

The meeting was called to order by the Chairperson at 3:01 p.m.

2. Land Acknowledgement

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

3. Minutes

Resolution No. 2022.050

Moved by B. Jinkerson: seconded by D. Ballantyne

That the minutes of the regular meeting held on April 26, 2022 approved as amended.

Carried.

4. Deputations/Invited Persons

None.

5. Staff & Committee Reports

- a) Staff Monthly Reports

Resolution No. 2022.051

Moved by R. Hickey : seconded by K. Whiteley

That the following staff reports be received for information:

- i) Financial Statements (April 2022)
- ii) Activity Reports
 - i. Circulation Statistics (April 2022) – S. Hennessey
 - ii. Cloud Library (April 2022) – H. Eshikaty
 - iii. Hoopla (April 2022) – H. Eshikaty
- iii) CEO/Librarian – S. Hennessey

Carried.

6. Correspondence

None.

7. Other, New & Unfinished Business

- a) Policies

- i) Appointment and Composition of the Board 1.1.1

Resolution No. 2022.052

Moved by R. Hickey: seconded by D. Ballantyne

That the report in regard to the Appointment and Composition of the Board 1.1.1 and its attachments be received; and

That the Board adopts Policy 1.1.1 and its attachments as amended; and

That the policy binders be updated as required.

Carried.

- ii) Board Succession Planning Policy 1.1.7

Resolution No. 2022.053

Moved by D. Ballantyne: seconded R. Hickey

That the report in regard to the Board Succession Planning 1.1.7 and its attachments be received; and

That the Board adopts the Board Member Brochure.

Carried.

Resolution No. 2022.054

Moved by J. Hyland: seconded R. Hickey

That the Board adopts the Board Member Job Description; and.

That the policy binders be updated as it relates to Policy 1.1.7.

Carried.

- iii) Partnership Policy 5.1.1 (Draft)

Resolution No. 2022.055

Moved by R. Hickey: seconded A. Thompson

That the report in regard to the Partnership Policy 5.1.1 be received; and

That the Board adopts Policy 1.1.1 and its attachments as amended; and

That the policy binders be updated as required.

Carried.

- iv) Reference and information 4.2.2 (Draft)

Resolution No. 2022.056

Moved by K. Whiteley: seconded B. Jinkerson

That the report in regard to the Reference and Information Policy 4.2.2 (Draft) 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) 2020 Audited Financial Statements

Resolution No. 2022.057

Moved by R. Hickey: seconded K. Davies

That the report called 2020 Audited Financial Statements be received for information; and

That the Board receives and approves the Financial Statements for the year ended December 31, 2020 as completed by Baker Tilly KDN LLP Chartered Accountants.

Carried.

- c) Selwyn Compensation Review

Resolution No. 2022.058

Moved by R. Hickey: seconded B. Jinkerson

That the verbal update by the Treasurer on the Selwyn Compensation review be received for information.

Carried.

- d) Board Succession Survey

Resolution No. 2022.059

Moved by D. Ballantyne: seconded by K. Whiteley

That Board members review the attached evaluation survey and provide feedback and suggestions prior to our June meeting; and

That Board members complete the survey prior to July 11th, 2022.

Carried.

e) Shamrock Festival

Resolution No. 2022.060

Moved by B. Jinkerson: seconded by J. Hyland
That the report in regard to Library Activities and the Shamrock Festival 2022 be received for information.

Carried.

f) Volunteer Dinner Discussion

Resolution No. 2022.061

Moved by J. Hyland: seconded by D. Ballantyne
That the Volunteer Appreciation report be received; and
That Board members provide feedback on the Volunteer Appreciation brochure; and
That two to three Board members assist with assembling volunteer appreciation packages; and
That the Board proceed with completion of a Poem based thank-you video with supporting quotes on the brochure.

Carried.

g) Maker Space Branding

Resolution No. 2022.062

Moved by R. Hickey: seconded by D. Ballantyne
That the Branding Strategy developed by Strexer Harrop Consulting Group be received for information; and
The Board agrees with the Brand Document as presented and majority of members could agree on logo image B.

Carried.

8. Next Meeting

The next regular Library Board meeting was confirmed for Tuesday, June 28, 2022 at 2:30 p.m. with tentative plans for an in-person meeting at the Centennial Room, Lakefield.



9. Adjournment

Resolution No. 2022.063

Moved by R. Hickey: seconded by D. Ballantyne
That the meeting be adjourned. (4:37 p.m.)

Carried.

Respectfully submitted by: R. Lane Vance, Recording Secretary

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| Chair Person |  <small>Julie Dillon</small> |
| Secretary |  |
| Approval Date | June 29, 2022 |






3. 05 31 2022 minutes

Final Audit Report

2022-06-29

| | |
|-----------------|--|
| Created: | 2022-06-29 |
| By: | Sarah Hennessey (sarahlynnpayne@gmail.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAANsocxwoXcWw6qGctZV8rlOcavgNO-2fM |

"3. 05 31 2022 minutes" History

-  Document created by Sarah Hennessey (sarahlynnpayne@gmail.com)
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-  Document emailed to Julie Dillon (julie7dillon@gmail.com) for signature
2022-06-29 - 3:37:41 PM GMT
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-  Document e-signed by Julie Dillon (julie7dillon@gmail.com)
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