

**Selwyn Public Library Board  
Regular Meeting  
Monday, October 23, 2023 – 3:00 P.M.**

The regular meeting of the Selwyn Public Library Board was held on Monday, October 23, 2023 in person at the Bridgenorth Branch.

Present: Board Member Donna Hayes  
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

**Declaration of Pecuniary Interest**

None.

**1. Call to Order**

The meeting was called to order by the Chairperson at 2:59 p.m.

**2. Land Acknowledgement**

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

**3. Minutes**

**Resolution No. 2023.034**

Moved by S.Senis: seconded by R.Hickey

That the minutes of the regular meeting held on September 25, 2023 be received and approved as presented.

Carried.

**4. Deputations/Invited Persons**

None.

**5. Staff & Committee Reports**

a) Staff Monthly Reports

**Resolution No. 2023.035**

Moved by R.Hickey : seconded by L.Yonemitsu

That the following staff reports be received for received:

- i) Financial Statements (September 2023) – R. Lane Vance
- ii) Activity Report – S. Hennessey
  - a. September 2023 Circulation
  - b. September 2023 – Cloud Library
  - c. September 2023 – Hoopla
- iii) CEO/Librarian – S. Hennessey with attachments; and

- b) That the Fundraising Sub-Committee update report be received for information  
Carried.

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

None.

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

### **a) Policies**

- i) Board Code of Conduct 1.1.6 (Final)

#### **Resolution No. 2023.036**

Moved by S.Senis : seconded by R.Hickey

That the Board Procedures 1.1.3 (Final) be received; and

That the Library Board adopts the Board Procedures 1.1.3 (Final); and

That the policy binders be updated as required.

Carried.

- ii) Planning Policy 1.3.1 (Draft)

*The Board reviewed the document and the Chair encouraged the Board members to provide any feedback to the CEO in advance of the next Board meeting.*

That the report Board Code of Conduct 1.1.6 (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) 2024 Library Capital Budget**

#### **Resolution No. 2023.037**

Moved by R.Hickey : seconded by C.Praamsma

That the 2024 Library Capital Budget report be received for information; and

That the 2024 Library Capital budget package recommended by the Library Ad Hoc Budget Committee be approved as presented; and

That the approved 2024 Library Capital budget package be forwarded to the Township Treasurer to be incorporated into the 2024 Township Capital Budget presentation on November 23, 2023.

Carried.

### **c) 2023 Q3 Work Plan & Activity reports**

*The Board reviewed the document that the CEO/Chief Librarian has provided through to Council as part of their update schedule.*

That the 2023 Work Plan – 3rd Quarter be received for information.

d) Art Display Sub-Committee

**Resolution No. 2023.038**

Moved by C.Praamsma : seconded by R.Hickey

That the Board appoints B.Jinkerson and D.Hayes to join the CEO/Chief Librarian and the Bridgenorth Librarian on the Art Display sub-committee; and

That a date be set by the CEP/Chief Librarian to evaluate the applications received for the Art Display at the Bridgenorth Library.

Carried.

## 8. Next Meeting

The next regular Library Board meeting was set for Monday November 27, 2023 at 3:00 p.m. at the Bridgenorth Community Hall.

Sub-Committee and Workshop Date Reminders:

**Budget Workshop**

- Thursday, October 26th @ 10 AM

**Fundraising Subcommittee meeting**

- Monday, November 6th @ 1 PM

**CMHA Workshop**

- Monday, November 13th @ 10 AM

**Budget Sub-committee Meetings**

- Operational: Monday, November 13<sup>th</sup> @ 1 PM

Art Display Sub-committee

- TBD

## 9. Adjournment

**Resolution No. 2023.039**

Moved by R.Hickey : seconded by C.Praamsma

That the meeting be adjourned. (4:13 p.m.)

Carried.

Respectfully submitted by: R. Lane Vance, Recording Secretary

Chairperson

AM

Secretary

TJ

Approval Date

November 27, 2023