



**MINUTES
WEST LINCOLN PUBLIC LIBRARY
BOARD MEETING**

Meeting #3 Tuesday, February 27, 2024 – 6pm
West Lincoln Public Library, Smithville Branch

PRESENT:

Board: Julie Adams, Shelley Bradaric, David Kurth, Leanne Reilly, Wendy Wilson

Staff: Cindy Weir, Library CEO

ZOOM: Tina Jol

REGRETS: Puneet Bajaj, Christa McBlain

Call to Order

Library Chair Adams called the meeting to order, welcomed all and established quorum at 6:07pm.

1. Agenda

Moved by: Wendy Wilson

Seconded by: David Kurth

THAT the West Lincoln Public Library Board approves the agenda for Tuesday, February 27, 2024 as presented including any additions or deletions.
Carried.

Added: 5. b) 2024 Budget

2. Disclosure of Pecuniary Interest or Conflict of Interest and the General Nature Thereof

There were no disclosures of pecuniary interests or conflict of interests declared by any members of the West Lincoln Public Library Board.

3. Minutes

a) Moved by: Shelley Bradaric

Seconded by: Leanne Reilly

THAT the minutes of the January 16, 2024 regular meeting of West Lincoln Public Library Board be approved as presented.
Carried.

b) Moved by: David Kurth

Seconded by: Wendy Wilson

THAT the minutes of the January 16, 2024 CLOSED meeting of the West Lincoln Public Library Board be approved as presented.

Carried.

c) Moved by: Shelley Bradaric

Seconded by: Leanne Reilly

THAT the minutes of the January 19, 2024 SPECIAL meeting of the West Lincoln Public Library Board be approved as presented.

Carried.

d) Moved by: Tina Jol

Seconded by: Leanne Reilly

THAT THE MINUTES OF THE January 19, 2024 CLOSED meeting of the West Lincoln Public Library Board be approved as presented.

Carried.

4. Correspondence

a) Sent - None

b) Received - None

5. Financial Matters

a) Actual vs. Budget Year to Date Report

Moved by: David Kurth

Seconded by: Shelley Bradaric

THAT the Actual vs. Budget Year to Date report be accepted for information.

Carried.

b) Budget 2024

Moved by: Shelley Bradaric

Seconded by: Leanne Reilly

THAT the West Lincoln Public Library Board approves the three options prepared by the West Lincoln Board Budget Committee to reduce the 2024 budget as requested by the Township of West Lincoln Council.

Carried.

6. Report

a) Library CEO presented the February 2024 CEO's written and verbal report.

Tina Jol left the meeting

7. Library Business

a) Ontario Library Association Super Conference

Julie Adams and Tina Jol attended the OLA Super Conference Boot Camp on January 27, 2024. Tina's internet connection was lost so she couldn't report on her experience. Chair Adams gave her experience a glowing review and encouraged other board members to consider attending in other years. She said it was a great networking experience and opportunity to learn how other libraries operate.

b) 2024 Library Budgets

Board member and Councillor Bradaric gave an overview of the budget process and Council's desire to reduce tax levy. Council was pleased with the library's contribution to the reduction of the budget. Looking into the possibility of a PRIP grant to assist with the cost of the Caistorville outside improvement project.

Tina Jol rejoined the meeting .by zoom 6:55

c) Reimbursement

CEO Weir reviewed with the board members the travel and reimbursement policy of the Township and the forms used for reimbursement. It was stressed that proper receipts showing tax and details of the meal and lodging are necessary. The CEO is always available to assist with the completion of the forms and to answer any questions.

d) Solar Eclipse – April 8, 2024

The library has cancelled the eclipse viewing party and will instead be handing out eclipse themed Make and Take bags the week before. The library will open at 4:30 p.m. instead of 3:00 p.m. on that day and remain open until 8 p.m.

e) Strategic Plan and Strategic Plan Milestones Document

A quick review of where we are at with the plan. CEO Weir indicated she has a zoom meeting set with the strategic plan consultant on March 20.

f) Pay Equity/Compensation Review

The Board would like the opportunity to ask more questions of the consultant and see the matrix used for grading positions.

g) Providing Minutes to Council

Moved by: Wendy Wilson

Seconded by: Tina Jol

THAT the West Lincoln Library Board continues to provide the library board meeting minutes to Township Council for them to receive as information.
Carried.

The CEO is to look into the process involved in having the library board minutes included on the library website.

h) Security System

CEO Weir will speak with the Township Health and Safety person regarding staff on call to visit branches if the security system goes off.

i) Board Contact Information

The CEO asked for additional contact information from the board members.

8. Next Meeting Date: March 19, 2024
 April 23, 2024

9. Closed Session – Not held

10. Announcements

a) Newsletter for March April 2024

b) Board Roundtable of Announcements

Chair Adams asked each person in attendance what book they were currently reading.

David Kurth – Doppelganger

Wendy Wilson – fun novels

Shelley Bradaric – gave a welcome to Cindy and asked that if she needed anything to reach out.

Leanne Reilly is reading Paris Agent - historical fiction

Tina Jol is reading about the role of Malta in WWII

Cindy Weir is reading If You Would Have Told Me an autobiography of John Stamos.

Julie Adams is reading The Good Son which was a February Blind Date With a Book.

11. Adjournment

Moved by: Shelley Bradaric

THAT the February 27, 2024 West Lincoln Public Library Board Meeting adjourns at 8:06 p.m.

Carried.

JULIE ADAMS, CHAIR

CINDY WEIR, CEO